

**Mayor**  
Michael Mattox

**Vice Mayor**  
Beverley Dalton

**Council Members**  
Jay Higginbotham      William "Bill" Ferguson  
Charles Edwards      Tracy Emerson  
Tim George

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Altavista Town Council  
December 10, 2013 Regular Meeting Agenda  
7:00 p.m.  
J.R. "Rudy" Burgess Town Hall – 510 Main Street

**ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.**

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**6:45 p.m.      Finance Committee Meeting (Large Conference Room)**

**7:00 p.m.      Regular Council Meeting (Council's Chambers)**

- I.    **Call to Order**
- II.   **Invocation**
- III.   **Approval of Agenda**

IV.   **PUBLIC COMMENT PERIOD:** Notes on Comment Period – Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff and other speakers.

V.    **SPECIAL ITEMS OR RECOGNITIONS** (Time allotted as needed) (Estimated Time: 20 minutes)

- A) Avoca
  - i) Resolution – Frank Murray
  - ii) Introduction of Michael Hudson, New Executive Director
- B) Public FY2015 Budget Input Session

VI.   **CONSENT AGENDA** (Estimated Time: 5 minutes)

- Approval of Minutes – *Work Session Meeting November 12, 2013; Regular Meeting November 12, 2013 & Work Session November 26, 2013*
- Receive monthly review of Invoices
- Receive monthly review of Revenues & Expenditures
- Receive monthly review of Reserve Balance/Investment Report
- Departmental Monthly Reports
  - Administration
  - Business License
  - Community Development
  - Economic Development
  - Police Department
  - Public Works Department

*Altavista Town Council Meeting  
December 10, 2013 Agenda – continued*

- Transit System
- Wastewater Department
- Water Department

**VII. PUBLIC HEARING(S)** (Estimated Time: None Anticipated)

**VIII. STANDING COMMITTEE/COMMISSION/BOARD REPORTS** (Estimated Time: 20 minutes)

- A) Council Committees
  - i) Finance/Human Resources Committee (Dalton)
  - ii) Police/Legislative Committee (Edwards)
  - iii) Public Works/Utility Committee (Ferguson)
- B) Others
  - i) Planning Commission (Witt)
  - ii) Altavista On Track

**IX. NEW BUSINESS** (Estimated Time: None Anticipated)

**X. UNFINISHED BUSINESS** (Estimated Time: 15 minutes)

- A) Bicycle Accommodation Plan adoption
- B) Transit Development Plan (TDP) adoption
- C) AT&T easement consideration
- D) Armory agreement discussion

**XI. MANAGER'S REPORT** (Estimated Time: 5 minutes )

- A) Project Updates
- B) Other Items as Necessary
- C) Informational Items
- D) Town Council Calendars (December/January)

**XII. Matters from Town Council**

**XIII. CLOSED MEETING AND ACTION**

- Section 2.2-3711(A).1 – Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body. (Police Chief).
- Section 2.2-3711(A)(7) – Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. (Utility Agreement)

**XIV. Adjournment**

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

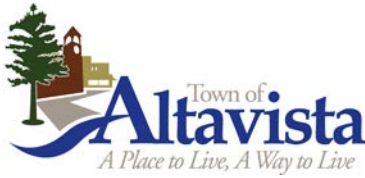
Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.

<p><b>AGENDA ITEM</b></p>	<p><b>SYNOPSIS AGENDA DECEMBER 10, 2013 REGULAR ALTAVISTA TOWN COUNCIL MEETING</b></p>
<p><b>I. Call To Order</b></p> <p><b>II. Invocation</b></p>	
<p><b>III. Approval Agenda</b></p>	<ul style="list-style-type: none"> <li>• Approve Agenda as presented or modified.</li> </ul> <p><i>Enclosure: NO</i></p>
<p><b>IV. Public Comment Period</b></p>	<p><i>Enclosure: NO</i></p>
<p><b>V. Special Items or Recognitions</b></p>	<ul style="list-style-type: none"> <li>• Resolution – Frank Murray</li> <li>• Introduction – Michael Hudson (New Avoca Executive Director)</li> <li>• Public FY2015 Budget Input Session</li> </ul>
<p><b>VI. Consent Agenda</b></p>	<ul style="list-style-type: none"> <li>a) Approval of Minutes – Regular Meeting of November 12, 2013 Work Session of November 26, 2013</li> <li>b) Receive monthly Invoices</li> <li>c) Receive monthly review of Revenues and Expenditures</li> <li>d) Receive month review of Reserve Balance/Investment Report</li> <li>e) Departmental Reports</li> </ul> <p><i>Enclosures: YES</i></p> <p><b><i>Need a motion to Approve the items on the Consent Agenda.</i></b></p>
<p><b>VII. Public Hearings</b></p>	<p>❖ <b>None scheduled at this time.</b></p>

<p><b>VIII. Standing Committees /Commissions/ Board Reports</b></p>	<ul style="list-style-type: none"> <li>❖ <b>Finance/Human Resources Committee Report – Chairman Dalton (Action Requested)</b></li> <li>❖ <b>Police/Legislative Committee: Chairman Edwards</b></li> <li>❖ <b>Public Works/Utility Committee: Chairman Ferguson</b></li> </ul> <p>Others:</p> <ul style="list-style-type: none"> <li>❖ <b>Planning Commission report (Action Requested)</b></li> </ul> <p><i>Enclosures: YES</i></p>
<p><b>IX: New Business</b></p>	<ul style="list-style-type: none"> <li>❖ <b>None scheduled at this time.</b></li> </ul> <p><i>Enclosure: N/A</i></p>
<p><b>X: Unfinished Business</b></p>	<ul style="list-style-type: none"> <li>❖ <b>Bicycle Accommodation Plan adoption (Action Requested)</b></li> <li>❖ <b>Transit Development Plan (TDP) adoption (Action Requested)</b></li> <li>❖ <b>AT&amp;T Easement consideration (Action Requested)</b></li> <li>❖ <b>Armory Agreement discussion (Action Requested)</b></li> </ul>

December 10, 2013 Town Council Agenda Synopsis

<p><b>XI: Manager's Report</b></p>	<p>a. Enclosed is a Project Update report provided by the Town Manager. <i>Enclosure: YES</i></p> <p>b. (None at this time) <i>Enclosure: No</i></p> <p>c. (None at this time) <i>Enclosure: No</i></p> <p>d. Town Council Calendars <i>Enclosure: Yes</i></p>
<p><b>XII: Matters from Town Council</b></p>	
<p><b>XII: Closed Meeting</b></p>	<p>Pursuant to Code of Virginia,</p> <p><b>Section 2.2-3711(A)(1) – Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body. (Police Chief)</b></p> <p><b>Section 2.2-3711(A)(7) – Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. (Utility Agreements)</b></p>



# Town of Altavista

## Town Council Meeting Agenda Form

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Meeting Date: December 10, 2013

Town Clerk's Office Use:

Agenda Item #: V

### Agenda Placement: Special Items or Recognitions

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

**Presenter(s):** Town Manager

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### SUBJECT HIGHLIGHTS

#### A) Avoca

##### i) Resolution for Frank Murray

- Council will present a resolution to Frank Murray for his years of service as the Executive Director of Avoca.

##### ii) Introduction of Michael Hudson, new Executive Director

#### B) Public FY2015 Budget Input Session

- As part of the budget process, Council will receive input from citizens regarding items related to the preparation of the FY2015 Town Budget.

## Council Work Session—November 12, 2013

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on November 12, 2013 at 6:00 p.m.

1. Mayor Mattox called the meeting to order and presided.

Council members

Present: Mayor Michael Mattox  
Mrs. Beverley Dalton  
Mr. Charles Edwards  
Mr. Tracy Emerson  
Mr. Bill Ferguson  
Mr. Timothy George

Mr. Edwards arrived at 6:15 p.m.

Council members

Absent: Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Dan Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Mrs. Megan Lucas, Economic Dev. Director  
Ms. Jo Kelley, Economic Dev.  
Mrs. Mary Hall Administration  
Ms. Kelly Hitchcock, Region 2000

2. Bicycle Accommodation Plan

Ms. Kelly Hitchcock, Region 2000, addressed Council with a power point presentation of an overview of the Bicycle Accommodation Plan purposes. She stated the purpose is to guide and develop bicycle facilities within existing roadway networks, and provide low cost near term options. What can be done to maximize the existing geometries of the roadway without decreasing the motorist's efficiencies? And then coordinate with the existing initiatives such as the downtown revitalization, the bus service, and the parks. She noted the comprehensive plan and the Altavista 2035 Transportation plan calls for some of these biking plans. Ms. Kelly stated at the end of the day every one is a walker or a pedestrian. She felt the town had a good network along the minor and major collector roads; noting the existing conditions in the Town is good. Ms. Hitchcock stated bicycling is a legal mode of transportation and is allowed on all roads unless specifically noted as being prohibited. In this area that would cover Route 460, Lynchburg Expressway and the Route 29 Bypass; cyclist need to feel safe and have a clear direction. She referred to the bicycle lanes (designated pathways) which are recommended when there is a daily average traffic of 3,000 and reviewed with Council the requirements for bicycle lanes or sharrows. She noted the Town has a combination of road widths, traffic volumes, the grid nature of the Town, the development density that provides considerable opportunities to provide bicycle accommodations in a low cost, near term way. She discussed the limited funding; there has to be practical decisions and they help to develop prioritization methods that can help make decisions where they make sense. She explained VDOT's Statewide Bicycle Policy Plan which was adopted in 2011. Her primary recommendation is to place sharrows along the roadway; noting bicycle lanes would take away parking from one side of the roadway. They are also suggesting "Share the Road" signs along many of the roads which are low cost accommodations. She discussed various ways to obtain funding opportunities for this project. Ms. Hitchcock stated if this plan is adopted it does not mean the Town will have to move forward immediately but can do so when opportunities arise.

Mr. George questioned if funding would come from VDOT or the localities.

## Council Work Session—November 12, 2013

Ms. Hitchcock advised it could; VDOT is donating 2% of their maintenance dollars to provide accommodations. With the Town of Altavista having this in the comprehensive plan, there is the opportunity to ask. She provided Council with estimated cost for various streets.

This item to be placed on Council's December agenda.

The meeting was adjourned at 6:42p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk



Regular Council Meeting—November 12, 2013

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on November 12, 2013 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. Kelsey Brown, Altavista Presbyterian Church, gave the invocation.

Mayor Mattox stated Rev. Brown is moving from the Town of Altavista and advised she would be missed.

Mr. Ferguson added Rev. Brown has been an asset to the church and the community.

Council members  
present:

Mayor Michael Mattox  
Mrs. Beverley Dalton  
Mr. Charles Edwards  
Mr. Tracy Emerson  
Mr. Bill Ferguson  
Mr. Timothy George  
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Interim Chief Ken Walsh, Police Department  
Mr. John Tomlin, Director of Public Works  
Mr. Steve Bond, Wastewater Treatment Director  
Mrs. Megan Lucas, Economic Dev. Director  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions regarding the agenda.

A motion was made by Mr. Ferguson, seconded by Mr. George, to approve the agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

4. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

Mr. William Anderson, representative for Central Baptist Church, came forward. Mr. Anderson stated many of the members of Central Baptist Church are aging including himself. He asked Council to consider a handicap curb cut on the church's side of the street. He felt this would be helpful for the businesses as well as the church members.

Mr. Coggsdale advised previously staff addressed Council with the issue of curb cuts on Seventh Street due to the ongoing construction. The original plan adopted by Council was a crosswalk at the corner of Town Hall that would go straight across to the sidewalk on the other side of Seventh Street. Later a curb cut was approved only

## Regular Council Meeting—November 12, 2013

on the east side of Seventh Street. The Virginia Department of Transportation reviewed this and advised a single cross cut could not be installed.

Mr. Higginbotham suggested installing the curb cut once the VDOT project is complete. Having two joints installed would make it easier to install after the completion of the project.

Mr. Coggsdale noted the businesses that were contacted were in agreement with the cross cut. He asked Council if this one is to be installed with another cross cut up the street.

Mayor Mattox suggested keeping what is in place.

Mr. Coggsdale asked if they were proposing doing this cross cut outside of the current project.

Mr. Edwards advised of another consideration for the needed cross cut pertaining to funerals at the church and the casket having to be lifted over the curb.

It was consensus of Council to move in the direction of the cross cut.

Mayor Mattox asked if anyone else would like to address Council. No one came forward.

### 5. Special Items or Recognitions

#### a) Financial Audit (FY2013)

Mr. David Foley, Robinson, Farmer, Cox Associates addressed Council in regards to the recent audit. Mr. Foley, Audit Manager for the recent audit went over the recent audit with Council. An unqualified opinion statement was issued on the town's financial statement. It was felt that the town was in good strong financial standing. Mr. Foley noted there were very few audit adjustments in preparing the audit. He covered some of the highlights of the Town's financial report.

#### b) Avoca

##### i) Introduction of Michael Hudson, New Executive Director

Mr. Hudson was not in attendance.

### 6. Consent Agenda

- a) Approval of Minutes-Special Meeting October 8, 2013; Regular Meeting October 8, 2013 & Continued Meeting of October 10, 2013
- b) Receive monthly review of Invoices
- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report
- e) Appointment to Altavista Economic Development Authority
- f) Departmental Monthly Reports
  - Administration
  - Business License
  - Community Development
  - Economic Development
  - Police Department
  - Public Works Department
  - Transit System
  - Wastewater Department
  - Water Department

Regular Council Meeting—November 12, 2013

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, to approve the items as listed on the consent agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

7. Public Hearings

8. Standing Committee/Commission/Board Reports

a) Council Committees

i. Finance/Human Resources Committee

Armory Reuse

Mrs. Dalton advised the Town sought proposals for reuse/redevelopment of the Armory facility. The only proposal submitted was by the local Masonic Lodge – Campbell Lodge 316 AF&AM detailing their desire to assume the Armory, renovate the facility for their meeting place and provide space for community events and other non-profits. After several months a revised, more detailed, proposal was submitted by the Lodge, at the Committee's request, for review. At this time, the Committee supports the concept detailed by the local Masonic Lodge for the renovation of the facility. Several issues raised by the committee were: 1) desire to have facility that maintained a well kept appearance; 2) a mechanism for the Masonic Lodge to opt out of the agreement should the development not be conducive; and 3) criteria regarding use/subdivision of the property. The Committee recommended the Town Manager and the Town Attorney work with the Masonic Lodge to draft an agreement for Council's consideration.

A motion was made by Mrs. Dalton, seconded by Mr. George, to authorize the Town Manager and the Town Attorney to work with the Masonic Lodge to draft an agreement for Council's consideration.

Motion carried:

VOTE:	Mr. Michael Mattox	Abstained
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Abstained
	Mr. Bill Ferguson	Abstained
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Budget Amendment

Mrs. Dalton reported the Altavista Economic Development Authority (AEDA) proposed funding in the amount of \$35,000 to assist in the Town's Economic Development program, specifically for website design/marketing. Presented to Council was the budget amendment that accepts the money from the AEDA and directs it to the Economic Development's budget. The Committee recommends approval of the budget amendment.

## Regular Council Meeting—November 12, 2013

A motion was made by Mrs. Dalton, seconded by Mr. George, to approve the budget amendment in the amount of \$35,000 accepting the funds from the AEDA for Economic Development purposes.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mrs. Dalton advised staff presented the FY2015 Budget Calendar for the Committee's consideration. The Committee recommends that the Budget Calendar be approved.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, to approve the FY2015 Budget Calendar.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### Banners Program

Mrs. Dalton advised earlier this year the Altavista Area Chamber of Commerce announced that it would like to contribute \$5,000 to the purchase of new street banners for the Town. The Economic Development Office and Altavista On Track staff researched banners and has forwarded a proposal to the Finance Committee. The banner program, as presented, would have a set of "Town" banners that would stay up year round and three sets of "seasonal" banners that would be rotated on a four month basis. Three companies have been consulted for these services and Mosca was the selected vendor. The proposed total cost for the banner program is \$19,624.15, with the Chamber contributing \$5,000 of that cost. The Committee discussed and feels that at this time \$5,000 from the Town would be appropriate to match the Chambers funds. The Committee has asked staff to look into potential partners for the additional \$10,000, which could be potentially split with the Town.

Mr. Coggsdale asked if another partner came forward would the Town consider a match as well.

Mrs. Dalton suggested this be brought back to the Finance Committee for review.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to approve the banner concept.

Mayor Mattox asked Mr. Coggsdale to elaborate on this matter, would he hold off on ordering. He mentioned the cost savings associated.

Mr. Coggsdale stated there is a cost savings. Three of the banners are seasonal and if you buy one, you are hoping to purchase the other two.

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The question is would Council want to order the year round banner and one seasonal not knowing if the other ones will be ordered.

Mrs. Dalton suggested if other partners could not be located, to purchase a town wide banner and modify the numbers. She noted this item is not in the budget and asked if it could swing between two calendar years.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mrs. Dalton noted other items that were discussed but not requiring a motion includes: Health Care Benefits for Retirees, VRS Hybrid Retirement Plan and Disability Plan, and the Water Improvement Project Funding.

ii. Police/Legislative Committee

No report.

iii. Public Works/Utility Committee

Dearing Ford Road Water Tank Acquisition

Mr. Ferguson advised at last month's meeting, the Committee forwarded to Council a recommendation to correspond with Campbell County about the Town's willingness to assume ownership of the water tank under certain conditions. Following the discussion, staff was directed to explore the costs of repainting the tank and reported that a tank maintenance company has indicated that the maintenance would be in the \$100,000 range and would suffice for a ten (10) year period. The Committee continues to recommend that the Town Manager correspond with Campbell County in regard to the Town's interest in assuming ownership under the condition that the County provide the Town the cost of reworking the valve connection (\$16,000) and the demolition (\$40,000), which would be saved by the County.

A motion was made by Mr. Ferguson, seconded by Mr. George to authorize the Town Manager to correspond with Campbell County in regard to conveyance of the Dearing Ford Water Tank to the Town from the County with \$56,000 appropriated to Town from the County.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

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### Recreation Committee "English Park" Recommendations

Mr. Ferguson advised at the last Council meeting, several recommendations brought forth by the Town's Recreation Committee were forwarded to the Public Works/Utility Committee for consideration. The Recreation Committee recommendations are: 1) Removal of the softball/baseball field on the eastern end of the park, with reseeding of the dirt area; and 2) Removal of one of the two sand volleyball courts with reseeding of the area. The Public Works/Utility Committee considered the Recreation Committee's recommendations and recommends approval.

A motion was made by Mr. Ferguson, seconded by Mr. George for the removal of the softball/baseball field and one sand volleyball court reseeding both areas, as outlined in the Recreation Committee's recommendation.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### Bedford Avenue Waterline Project Update

Mr. Ferguson referred to a memorandum from the Town Manager and advised the Committee was updated on the on-going design of the project. As pointed out in the email, the issue of how to "cross" the river parallel to Pittsylvania Avenue has become an issue in staff's discussions with VDOT. At this time, the Town's engineer is proposing that "directional drilling" be utilized to go under the river which would add an estimated \$400,000 to the project. The estimated construction cost for this project has increased from an estimated \$3,000,000, of which \$400,000 is for the aforementioned directional drilling. Staff will continue to work with the engineer to see if there are some other viable options for the river crossing that may be considered.

Mr. Edwards asked if there was consideration of hanging the pipe under the bridge.

Mr. Higginbotham asked about an open cut.

Mr. Coggsdale advised hanging of the pipe on the bridge has discussed with VDOT and they are not going to allow new holes to be drilled and what is there is not functional and may not handle the new pipe.

Mr. Edwards asked if the size of the line there was adequate.

Mr. Tomlin replied no. They are proposing to upgrade to a 16" pipe. He stated the design of the bridge where the current hangars are at, VDOT will not allow the Town to drill into that area; they can go into the support columns underneath. Because of the span there would have to be a small truss bridge just to carry the pipe which would catch any debris coming down the river.

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Mr. Higginbotham suggested an open cut which would be capped in concrete.

Mr. Coggsdale advised he has some options that he is taking back to the engineers and would like to have the contract awarded by May 2014.

### WWTP Emergency Overflow Pond (PCB Issue)

Mr. Ferguson advised the Committee discussed several items in regard to the PCB issue and offers the following:

- The Committee recommends an agreement with Dominion Virginia Power be signed. The agreement would give the Town a resource for "excess fill material" for the pond when deemed necessary by Council.

A motion was made by Mr. Ferguson, seconded by Mr. Edwards to authorize the Town Manager to execute said agreement.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

- The Committee recommends that an "Informational Session" be scheduled to brief Council on the advancement and on-going efforts related to remediation activities at the pond.

Mrs. Dalton suggested having some data back before scheduling the meeting.

Mayor Mattox suggested a meeting goal for the end of January subject to receiving the necessary information.

Mr. Edwards suggested Mr. Coggsdale contact the various mediators for them to prepare a presentation for late January or early February.

- The Committee also discussed the potential need for some type of platform/barge for future use in the pond to facilitate sampling/remediation efforts. Also, staff will look into the availability of "testing kits" for the sludge in the pond for gridding purposes.

Mr. Higginbotham asked if funds would be allocated for this.

Mr. Ferguson advised the funds are already allocated.

Mr. Higginbotham questioned the testing kits.

Mr. Ferguson advised he spoke to Dr. Licht at a meeting held earlier in the day regarding the kits and Dr. Licht did not feel there was a rush for these and this could be decided upon after the January meeting.

Mr. Higginbotham noted there is an issue with water running in the lagoon and felt berming down the south side could stop the water.

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Mr. Ferguson stated that was discussed as well at the earlier meeting. Dr. Licht and Mr. Bond did not feel this needed to be done at this time. They could not identify where excess water was coming in at.

Mr. Bond felt the location where water was coming in was taken care of by the Public Works Department.

Mr. Higginbotham advised he spoke with Dr. Licht and he suggested the water should be stopped from coming in on the plant side. He noted there was red clay dirt on the side of Route 29 that is being given away and with the Town having trucks passing in that area two or three times a week, suggested the Town stockpile this dirt along the lagoon to help with diverting the water.

Mayor Mattox called for staff's opinion.

Mr. Tomlin advised he watched one of the doctor's use some measuring gauges in the pond and with an inch of rain, it went up an inch on the gauge; which led them to believe an inch of water fell from the sky and there was no run off.

Mr. Higginbotham agreed but stated two inches of rain would produce run off. He stated heavy rains would produce run off.

A motion was made by Mr. Higginbotham, seconded by Mr. Edwards, to stock pile red clay dirt at the lagoon area.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

- Mr. Ferguson advised Dr. Lou Licht was in town on Monday, November 11th and Tuesday, November 12th, to conduct sampling. While in Town he conducted a "briefing" with the Public Works/Utility Committee on Tuesday, November 12th at 1:00 p.m. at the Train Station.

Other Items/Updates

Mr. Ferguson reported the following:

Brush/Leaves/Special Collections policy (Multi-family): Staff discussed a recent conversation with a property owner regarding the town's policy for special pick-ups for multi-family dwellings. Staff informed the Committee that during the "leaf pick up season" we do pick up leaves placed at the street, in addition, we pick up brush (not trimmed by a contractor). The Town's policy in regard to "special pickup for household items (i.e. sofas, appliances, etc.) is only provided to single family residences/not for profit entities.

Sidewalk replacement consideration: Several years ago, staff looked at the sidewalks on Broad Street between 9th and 11th Streets and due to other pending projects those improvements were not prioritized. Issues regarding trees on the south side of the street



## Regular Council Meeting—November 12, 2013

were discussed.

Clarion Road/Lynch Mill Road Intersection: Concerns regarding sight distance and the potential for traffic accidents at this intersection was discussed by the Committee. Staff will consult with VDOT in regard to obtaining information to see if any additional traffic safety mechanisms can/should be installed at this intersection.

### B) Others

#### i) Planning Commission Request

Mr. Witt advised at the Planning Commission's last meeting, they continued to discuss the Downtown Revitalization Overlay District (DRO) and the Main Street Corridor design guidelines.

The guidelines were in the original DRO and were removed and in the Commission's work plan for 2013. Town Council asked the Planning Commission to reconsider this. He mentioned there has been one public forum which was attended by several business owners. The Planning Commission has received a proposal from the Region 2000 Local Government Council for Consulting Services related to the Amendment of the Town's Downtown Revitalization Overlay (DRO) Ordinance. The cost is anticipated to be \$2,015, for which funds in the Planning Commission's budget have been identified.

It was the consensus of Council for the Planning Commission to move forward with discussions on the Downtown Revitalization Overlay District DRO) and the Main Street Corridor design.

## 9. New Business

### A) Draft Transit Development Plan (TDP) for Altavista Community Transit System (ACTS)

Mr. Witt advised the Draft Transit Development Plan (TDP) developed for the Altavista Community Transit System (ACTS) is similar to the Town's Comprehensive Plan was mailed to Council. The creation of this document is a requirement of the Virginia Department of Rail and Public Transportation (VDRPT) and used for future funding and must be updated every six years.

Mr. Witt requested Council schedule a work session, so the KFH Group (project consultants) can come in and give a brief overview of the plan and answer any questions that Council may have in regard to the document. Staff would like to seek adoption of the document at the December Council meeting. A work session was scheduled for Tuesday, November 26 at 5:00 p.m.

### B) AT & T Easement Request

Mr. Coggsdale advised the Town Attorney has been working with AT&T in regard to an easement at the Town's Melinda Water Tank site. Last week, AT&T requested that they be allowed to install a conduit parallel to the fence around the tank compound "at risk". After posting a \$2,000 security deposit, the Town allowed the conduit to be installed at the risk of AT&T realizing that if the easement is not approved it will have to be removed. At this time, the Town Attorney is working with AT&T in regard to the easement documents.

Mr. Eller advised AT&T has been talking about installing the fiber optic cable for six months; he advised them he would need an actual survey of what they want which was received. AT&T requested to be allowed to install the cable and stated they would remove if not approved by Council.

## Regular Council Meeting—November 12, 2013

Staff is requesting that Town Council authorize the Town Manager and Town Attorney to negotiate and execute an easement agreement with AT&T at the Melinda Drive Tank site.

Mr. Higginbotham suggested that the easement agreement include if it conflicts with something the Town is doing, that it will be relocated at no cost to the Town.

Mr. Eller asked if Council wanted to specify the cost of the easement for five years at \$2,000.

A motion was made by Mr. Higginbotham, seconded by Mr. Edwards, to authorize the Town Manager and Town Attorney to negotiate and execute an easement agreement with AT&T at the Melinda Drive Tank site for a five year term and at a cost of \$2,000 with the provision that if it conflicts with the Town's use of the property, that it be relocated at no expense to the Town.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### 10. Unfinished Business

### 11. Manager's Report

#### a) Project Updates

VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project

Main Street/Pittsylvania Avenue Intersection issues have been addressed and intersection was reopened Friday (11/8/13)  
Streetscape work (sidewalk) continues on Main Street and Campbell Avenue and should begin on street in the next week.  
Contract calls for Substantial Completion on January 6, 2014 and Final Completion on February 5, 2014.

Bedford Avenue Waterline Replacement Project

Surveying work is underway in the project area.  
Meeting held with VDOT regarding bridge and other issues.  
Engineer is designing the project.

#### b) Other Items as Necessary

#### c) Informational Items

Correspondence from VDOT regarding receipt of the Town's Transportation Alternatives Program application.

Notice of VDOT's Six-Year Improvement Program Meeting

Correspondence from VML regarding their new "Virginia Investment Pool"

## Regular Council Meeting—November 12, 2013

Correspondence from Campbell County Public Library System  
(2012-2013 Annual Report)

Mr. Coggsdale advised Mr. John Tomlin, Public Works Director, will be retiring February 1, 2014.

Mayor Mattox thanked Mr. Tomlin for his service to the Town.

### 12. Matters from Town Council

### 13. Closed Session

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(1) regarding discussion, consideration, or interviews of prospective candidates for appointment to the Economical Development Authority

Section 2.2-3711 (A)(5) regarding discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

A motion was made by Mrs. Dalton and seconded by Mr. George.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Council went into closed session at 8:12 p.m.

Notice was given that council was back in regular session 8:40 p.m.

### FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to adopt the certification of a closed meeting.

### CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes

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Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to appoint Mr. Keith Harkens to the Altavista Economic Development to finish out the unexpired term of Mr. Bill Smith. Mr. Harkens term will expire November, 2014.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mayor Mattox asked if there was anything else to bring before Council.

The meeting was adjourned at 8:45 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

## Council Work Session—November 26, 2013

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on November 26, 2013 at 5:00 p.m.

1. Mayor Mattox called the meeting to order and presided.

### Council members

Present: Mayor Michael Mattox  
Mrs. Beverley Dalton  
Mr. Bill Ferguson  
Mr. Timothy George

### Council members

Absent: Mr. Charles Edwards  
Mr. Tracy Emerson  
Mr. Jay Higginbotham

Also present: Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Dan Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director

2. Consideration of Disability Plans

Mrs. Shelton advised Council had previously chosen to opt out of the VLDP and tonight they only needed to vote on which carrier to go with for disability coverage-VMLIP or VACorp. They mentioned the sick structure would change but a decision on that did not need to be made tonight and acknowledged the sick structure is for hybrid employees only. The Hybrid Retirement plan was for employees hired on or after January 1<sup>st</sup>, 2014 and any current employees electing to transition.

Mr. Coggsdale stated he did not foresee many if any employees transitioning to the Hybrid Plan.

Mayor Mattox asked if we had received new rates.

Mrs. Shelton advised the rate figures should be received within two weeks.

Mayor Mattox stated he heard the increase was up to 16%.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to go with VACorp.

### Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes

3. Presentation of the Transit Development Plan for ACTS

Ms. Jill Stober, KFH Group, Inc., reviewed the draft plan and to seek Council's input on the proposed recommendations. She referred to the public transportation feasibility study of 2009 completed by Town Council which demonstrated the public need for community transportation for medical services, shopping, school, and recreational opportunities. She noted another exciting factor is promoting economical development. She stated the ACTS officially began service in January 2011. Ridership has doubled the projections in the first year and has continued to grow in the last three years of operation. She presented Council with a power point presentation noting it is a deviated fixed route. The bus follows the published route but riders can

## Council Work Session—November 26, 2013

request a deviation off of the published route; the published route is within Town limits only at this time. The round time is approximately 16 miles long with the one way fare being \$0.50. She mentioned Altavista's system is unique because of an anonymous donor who has offered free fare for riders during the summer months which has been a great way to promote the transit service. She advised the TDP has several different purposes as a road map for public transportation improvement over the next six years, it is meant to improve the efficiency and effectiveness of transit services, meant to serve as a management and policy document as well as maximize the investment of public funds to the greatest public benefit. It is a requirement by the state of Virginia; they use the local TDPs in their programming and planning/budgeting activities. Another component is for the Town of Altavista's grant application. TDP reviews the transit plan to make sure anything applied for in the grant is identified. The state requires the TDP be adopted by Town Council. She noted the Transit Advisory Committee was very active in providing input throughout the TDP process. She provided Council with a summary of the proposed goals. Going forward the ACTS manager will monitor and make sure this data and base line standards are being used.

Ms. Stober gave an overview of the system evaluation and use analysis. One of the first steps in the TDP process was to evaluate the current service and since ACTS began the local share has been approximately 35% of the operating budget and at the same time there has been increase productivity and cost effectiveness and this is due mostly to the growing ridership. When ACTS began the service in 2011 there were approximately 40 riders per day and increased to a 55 riders per day average in 2012 and is currently over 60 riders per day. She noted the highest ridership is during the summer when the fare is free. Another piece of the evaluation is personal observation. She noted the 10 minute buffer in the route allows for deviations but will be requesting the Town adhere to the 24 hour notice for deviations.

Mrs. Dalton questioned the need for a 24 hour notice.

Ms. Holly Chase, KFH Group, Inc., replied if the number of deviations increased it could impact how the bus stays on schedule and the published time points where the bus should be at a certain stop; to ensure the deviations don't interfere with the on time performance.

Mrs. Dalton asked if there was interference now or if there was the potential too.

Ms. Chase stated it doesn't right now.

Ms. Stober said the 24 hour notice for deviations has always been in place but there was the desire to please the riders

Mrs. Dalton stated she was wondering if it was now or if it was anticipated.

Ms. Chase felt the requests are becoming more common and the riders have the perception that it's a taxi service and will take them wherever and the thought is to avoid so many deviations that it would impact the schedule which would impact other riders.

Mayor Mattox asked if there had to be a medical reason for the bus to deviate off the route.

Mr. Witt advised it was at one point if a person was special needs or if you had a doctor's note but because of ADA requirements, DRPT recommended that due to the strings attached, ACTS should avoid this and remove the language.

Mr. Coggsdale asked on a deviated request form is the question asked if ADA services are required; which could impact the amount of time it takes.

Mr. Witt responded that information is on the "deviation of route" form.

## Council Work Session—November 26, 2013

Mrs. Dalton noted this accommodation has gone a long way to bring goodwill into the community.

Mr. Coggsdale clarified if there is not a handicap requirement then anybody can request a deviation so no one will come to the bus stops and asked how this could be addressed? Do you want to walk a block or call twenty-four hours in advance?

Ms. Stober referred to the ADA, providing the deviation to everyone meets the federal requirements in a simple form. She noted an option is to have a surcharge for deviations. It is tricky because you want to provide a convenient service and they are seeing some on time issues and they want to make sure service is fair to everyone.

Mr. Witt stated when a deviation occurs it is usually the driver recognizing an elderly person with a number of bags from Wal-Mart, Food Lion or Vista Food, taking them home instead of having them walk a block.

Mrs. Dalton stated as long as the ridership is at the level it is currently and are not out of sync with the time schedules she would prefer to continue the accommodations. She felt Council was still in the stage of helping the community understand what an advantage the transit system can be. It is her hope that in the planning we always leave ourselves the available room to be as accommodating as possible and understand the restraints.

Ms. Stober referred to flag stops as opposed to deviations, stating flag stops are easier because they are along the published route where deviations are more time consuming.

Ms. Stober noted she and Ms. Chase came down in July and rode the bus. The greatest activity is occurring along the residential areas on Franklin, Amherst and Lola. Popular stops were along Main Street, Central Virginia Community College, Town and Country Shopping Center and Altavista Commons. At this time, ACTS does not require any ITS Technology (scheduling or dispatch): something to possibly explore in the future. Reviewed as well was the ACTS Title 6 Plan along with a Peer Review to see how ACTS performs as compared to deviated fixed routes in Virginia that are the same size.

Mayor Mattox asked if there was some type of technology in place that would count the coins. He mentioned this was a concern of the drivers.

Mrs. Dalton asked if the drivers were missing the routes due to this matter.

Mr. Coggsdale suggested as policy being implemented not allowing pennies or nickels to be used.

Ms. Stober stated the electronic boxes are cost prohibited. She noted they also looked at the BABS Line (Blackstone) as a comparison to ACTS since they were viewed as a model for public transit service. She stated the first year of activity BABS had 8,700 trips with ACTS having almost 11,000 trips.

Mrs. Dalton pointed to the operating cost/ passenger trips and felt this was favorable.

Ms. Stober stated an onboard survey was distributed to riders which revealed riders are using ACTS for shopping, work, school, for medical appointments and using it frequently (four or five times a week). She noted the riders stated they would not be able to live independently without the bus service. The riders stated some of the added improvements could be longer Saturday hours, later evening hours, Sunday service, more shelters and benches and more areas served. She referred to the public input open house stating in addition to riders there was representation from many organizations. Overall, she found that the majority of the riders are very satisfied with ACTS and support the service.

Ms. Chase addressed Council with the service expansion alternatives; some are categorized as short term because they are cost neutral and some were identified as

## Council Work Session—November 26, 2013

long-term options because they require additional resources or travel beyond the Town limits. Since the Town provides local funding for ACTS service, Altavista's policy at the time TDP was conducted was to provide service with Town limits and to secure funding partnerships for service expansions outside of Altavista. She mentioned nothing is set in stone as the TDP is a living document. She presented a listing of service projects recommended in the short term and long term. She reviewed with Council the present route for the bus and some suggestions for other routing. She noted another short term project is to extend the evening and Saturday hours by two hours. Two deviations are proposed: one to Hurt Medical Center and into Lynch Station (Bedford Avenue and Lynch Road) with a call in advance deviation. She is imposing a \$0.50 surcharge for people requesting a deviation.

Mrs. Dalton felt two areas have been identified that are indescribably tied to the Town; Altavista and Hurt are meshed as well as the Lynch Station community.

Mayor Mattox asked Mr. Witt if approval was needed to run the bus in another locality.

Mr. Witt replied no.

Ms. Chase mentioned the operating cost shown was the total project cost. She presented the midterm projects to Council including a route to Lynchburg and Rustburg. She noted the longer trips would call for an increased fare rate.

Mrs. Dalton questioned at what juncture they anticipated the usage of both buses or the purchase of an additional bus.

Ms. Chase responded according to the plan this should occur in FY2017 and this depends on funding availability.

Mr. Coggsdale stated on the capital side obtaining the bus is the cheapest part, running the bus is the most expensive part.

Mr. George asked if there are funds for pilot run routes?

Ms. Chase responded yes, if Council wanted to propose a pilot service and she would check with DRPT with that specific question.

Ms. Chase discussed some organizational projects that do have cost involved: a comprehensive marketing plan, adjusting the pay grade for drivers, and a cost allocation analysis. Currently the ACTS budget does not include building cost, the cost of the Administrative Office, the cost of Public Works maintenance facility, storage facility for the buses as well as the hours the maintenance workers use on ACTS vehicles. The benefit is these cost could be included in the grant application; currently, the Town is paying for these expenses. The downside the State recently passed a new Transportation Funding Program and they will be distributing part of the transit funds based on performance.

Mayor Mattox asked if other localities would be doing the same for cost allocation.

Ms. Chase stated some facilities already account for all cost; ACTS being new, it is common for newer systems, the Town to offer or pay for the items for the in-kind.

Mayor Mattox asked if the in-kind could be considered as part of the local match.

Ms. Chase stated this would need to be asked of DRPT. She thought it had been allowed in the past.

Mr. Coggsdale stated the Town doesn't allocate to Public Works for rent on a building or Town hall; it still takes "x" amount of money to run the system. He asked what would be the benefit to this.



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Mayor Mattox responded the offset of the in-kind; the local match would not be as much.

Ms. Chase added if these costs were added in the budget, the federal support is 50% of the net operating deficit. There would be State and Federal support for the operation.

Mrs. Dalton suggested this be looked at both ways.

Mayor Mattox asked if this would be the purpose of the analysis.

Ms. Chase stated they talked to DRPT about the estimate analysis and they think it's a good idea to consider all the cost. She felt they would allow it to stay the same but felt it was a good question to double check.

Mrs. Dalton felt this could be estimated without involving DRPT.

Mayor Mattox stated he was looking to offset the local match.

Mr. Coggsdale stated if the local match is reduced, the Federal or State will have to pay more because it is a fixed number that has to be spent.

Mayor Mattox referred to the rental as being a gift and could be part of the Town's local match.

Mr. Coggsdale stated the in-kind can't buy gas, pay drivers, etc., and somehow the cash would need to be made up somewhere else. The funds come from four locations now: State, Federal, Local Match and Fare box.

Mr. Witt felt if the Town did the cost allocation and the Town doesn't like what it shows, he did not feel the Town would have the option to rescind.

Ms. Chase stated this may be something they could recommend as a vision project and will talk to DRPT about it. The system is small and can handle some of the other parts. Ms. Chase discussed some additional routing plans if warranted and extended hours. She reviewed with Council a summary of the Capital Improvement Plan. It is recommended replacement of the buses be staggered, FY2016 and FY2017 as well as the expansion of a bus for the Lynchburg service. She noted a support vehicle is listed in the FY2014 Budget for Mr. Witt to use in administering the program and travelling. Their recommendation is to request technical assistance from DRPT for expansions or improvements to the Public Works facility in the short term. Bus shelters and benches was another recommendation.

Ms. Chase stated the Financial Plan is consistent with DRPT's Six Year Improvement Programs and is based on historical funding ratios; funding is 80% federal, 10% state and 10% local and for operating it has traditionally been 35% local share. She distributed and reviewed with Council the Financial Plan.

Mrs. Dalton questioned what if five years from now there is a program that is serving the community at the level it is being served now and Year 1 and 2 have been pushed out to Year 6 and restrained by some force, is there any power that looks at that negatively and begins to pull grant money.

Ms. Chase stated as long as the Town is able to justify why they are not able to implement some of the projects on the annual report to the DRPT, she did not feel they would hold funding from the existing service. She asked Council what is reasonable for local funding.

Mrs. Dalton said she felt the plan was a bit aggressive.

Mr. Witt stated within the next couple of weeks, he will be addressing Council with his budget because the FY2015 grant is due by January 31, 2014.

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Mrs. Dalton felt the pay grade for drivers only because she has not heard Mr. Witt say he cannot get drivers. She felt the services to Lynchburg and Rustburg were very questionable.

Mr. Coggsdale stated the one thing that caught his attention was the evening hours. Living in the community and riding the streets in the evening hours during the week, unless there is a change, there is no one out.

Mrs. Dalton thought the deviation to the medical center was a great idea.

Mr. George questioned if there was conversation of Liberty partnering with the Town.

Mr. Witt responded Liberty approached him the day ACTS started operation and has not heard from them since.

Mrs. Dalton stated she did not see the Town increasing their project operating expenses from the \$86,000 in 2014 to six years later being 2 ½ times that.

Ms. Chase added the major increase is due to the continuous shift for Lynchburg and Rustburg.

Mayor Mattox asked if the numbers could be reworked with one shift.

Ms. Chase advised they could be and for Lynchburg it is a quarter of the amount shown; coming from Rustburg it is half the amount. She also suggested looking at the cost to combine the two.

Mayor Mattox stated Council has to look at the cost benefit for the citizens of Altavista and the commercial community. He would prefer to grow out to surrounding areas.

Mrs. Dalton stated sending the bus back and forth to Lynchburg with just one passenger is different from the bus traveling here in Town. She would like to see the local region under the belt before extending out.

Ms. Chase mentioned the empty bus perception; there are some systems that make sure there are five or six riders before they make the trip.

Mrs. Dalton did not feel the Altavista community could vision this now; she feels the community is fortunate to have this luxury and the plan was too aggressive.

Mr. Witt mentioned the bus drivers are the lowest paid staff in the organization, no benefits and they don't get paid for holidays and their pay is sufficiently lower than other localities.

Mayor Mattox felt the drivers should be given some type of pay increase for years of service.

Mr. Witt stated everyone in the organizations gets a cost of living increase if approved by Council.

Mrs. Dalton stated she is not suggesting the pay scale does not need to moved but felt the plan was too aggressive.

Mr. Coggsdale stated some of the items he considered: Saturday route adjustments, deviations to the Hurt Medical Center (he felt this was a service that needed to be provided to the citizens), deviations to Lynch Station would be something that could be looked at in the future and maybe some bi directional service. He did not feel extending the hours of service was beneficial.

Mayor Mattox suggested the hours could be adjusted during the summer months.

## Council Work Session—November 26, 2013

Ms. Chase stated they could adjust that item to reflect summer hours and Saturday hours.

Mayor Mattox asked about the ridership on Sunday.

Mr. Ferguson stated he could not see that at all.

Ms. Chase stated that Sundays could be listed as a Vision project.

Mr. Witt stated he is requesting the increased \$2,500 to market the bus system and will be reimbursed 100% to the Town through a grant, Rural Transportation Assistance Program.

Ms. Chase recounted the deviation to Lynch Station will be moved further out, Lynchburg and Rustburg will become vision projects, extending evening and Saturday hours are just for the summer.

It was suggested the hours be extend to only 8:00 p.m.

Mayor Mattox felt more customers could be picked up going east, west and south, then going north. He asked if the focus could go in those directions.

Mr. Coggsdale suggested this not be on a daily basis but perhaps a couple days a week.

Ms. Chase suggested adding in the Vision project service expansions to the south, east and west. Ms. Chase asked for information on the pay increases.

In regards to the driver's pay increase, Mayor Mattox stated he would prefer incremental pay increases.

Mrs. Dalton suggested small pay increases for the drivers.

Mr. Coggsdale stated to be fair if they are being paid too little, it needs to be addressed.

Mayor Mattox felt it should be done to retain loyalty, good service and quality drivers on the roads.

Mr. Witt stated the average for the peer groups is \$10.36. He asked for a number for his budget.

Mrs. Dalton suggested changing the goal and add something below the average.

Ms. Chase advised they would revise the plan.

Mr. Witt stated he has enjoyed working with the consultants.

The meeting was adjourned at 7:01.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER  
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 05/2014  
FROM: 11/01/2013 TO: 11/30/2013

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
31630	505	ALLIED JANITORIAL SERVICE INC	11/01/2013	1,496.25
31631	9999999	BACON ENTERPRISES INC	11/01/2013	42.88
31632	4	BOXLEY AGGREGATES	11/01/2013	961.70
31633	16	CAMPBELL COUNTY UTILITIES & SE	11/01/2013	326.40
31634	28	COLUMBIA GAS	11/01/2013	261.43
31635	1	DAN WITT	11/01/2013	72.00
31636	71	FAIRPOINT COMMUNICATIONS	11/01/2013	403.23
31637	46	GENTRY LOCKE RAKES MOORE LLP	11/01/2013	1,696.25
31638	566	INTEGRATED TECHNOLOGY GROUP IN	11/01/2013	700.00
31639	1	JAMES MOORE	11/01/2013	25.00
31640	411	MANPOWER	11/01/2013	494.00
31641	218	MINNESOTA LIFE	11/01/2013	158.46
31642	80	SOUTHSIDE ELECTRIC COOP	11/01/2013	627.65
31643	269	STERNBERG LANTERNS INC	11/01/2013	1,997.00
31644	195	TEMPLETON PAVING	11/01/2013	10,588.05
31645	484	TOWN GUN SHOP INC	11/01/2013	2,272.32
31646	96	UNIVAR USA INC	11/01/2013	2,429.45
31647	414	UNIVERSITY OF VA	11/01/2013	500.00
31648	521	WOOLDRIDGE HEATING AIR & ELECT	11/01/2013	571.00
31649	103	BEACON CREDIT UNION	11/08/2013	910.00
31650	150	BILLIE COLLINS	11/08/2013	180.00
31651	16	CAMPBELL COUNTY UTILITIES & SE	11/08/2013	232.32
31652	20	J JOHNSON ELLER JR	11/08/2013	1,887.75
31653	122	FEREBEE JOHNSON	11/08/2013	100.71
31654	119	FOSTER ELECTRIC CO INC	11/08/2013	444.15
31655	49	GERALDINE KAUFFMAN	11/08/2013	2,532.75
31656	50	GRETNA TIRE INC	11/08/2013	3,120.04
31657	57	ICMA RETIREMENT TRUST-457 #304	11/08/2013	1,380.00
31658	1	MELISA HARRISON	11/08/2013	35.00
31659	72	PHYSICIANS TREATMENT CENTER	11/08/2013	205.00
31660	35	TREASURER OF VA/VITA	11/08/2013	99.11
31661	92	UNIFIRST CORP	11/08/2013	1,260.71
31662	110	VUPS INC	11/08/2013	55.65
31663	116	XEROX CORP	11/08/2013	216.32
31664	461	KATHI BOGERT	11/08/2013	862.68
31665	9999997	CREWS, CHERRELLE	11/08/2013	60.55
31666	301	ENGLISH'S LLC	11/08/2013	128.98
31667	9999997	HALL, TRACY	11/08/2013	56.90
31668	9999997	HARRISON, BARBARA	11/08/2013	5.46
31669	9999997	HAWKINS, TERESA A	11/08/2013	60.58
31670	566	INTEGRATED TECHNOLOGY GROUP IN	11/08/2013	267.50
31671	533	LYNN KIRBY	11/08/2013	390.00
31672	411	MANPOWER	11/08/2013	481.00
31673	300	NAPA AUTO PARTS	11/08/2013	1,394.67
31674	454	O'REILLY AUTOMOTIVE INC	11/08/2013	186.08
31675	510	RIVER VALLEY RESOURCES LLC	11/08/2013	95.92
31676	9999997	SLOAN, GREG	11/08/2013	19.65
31677	575	SOUTHERN REFRIGERATION CORP	11/08/2013	140.28
31678	515	DALE TYREE JR	11/08/2013	2,655.00
31679	354	WILEY & WILSON	11/08/2013	21,147.20
31680	128	ADAMS CONSTRUCTION CO	11/15/2013	235.44

31681	84	ALTAVISTA JOURNAL	11/15/2013	1,954.69
31682	12	BRENNTAG MID-SOUTH INC	11/15/2013	3,859.20
31683	418	BSW INC	11/15/2013	677.15
31684	32	CONTROL EQUIPMENT CO INC	11/15/2013	19,007.00
31685	526	DAVENPORT ENERGY INC	11/15/2013	43.00
31686	164	DMV	11/15/2013	140.00
31687	36	DOMINION VIRGINIA POWER	11/15/2013	41,667.98
31688	1	DONNIE BURTON	11/15/2013	94.76
31689	118	FERGUSON ENTERPRISES INC #75	11/15/2013	5,399.73
31690	41	FISHER SCIENTIFIC	11/15/2013	1,154.32
31691	58	INSTRUMENTATION SERVICES INC	11/15/2013	708.00
31692	411	MANPOWER	11/15/2013	520.00
31693	67	ORKIN PEST CONTROL LLC	11/15/2013	233.11
31694	163	PINE HAVEN PRESS INC	11/15/2013	120.00
31695	185	RILEIGHS OUTDOOR DECOR	11/15/2013	398.39
31696	186	THE NEWS & ADVANCE	11/15/2013	630.50
31697	306	TYREE'S-LITTLE HEATING & COOLI	11/15/2013	139.00
31698	570	USDA APHIS GENERAL	11/15/2013	210.04
31699	542	WILLOUGHBY & ASSOCIATES INC	11/15/2013	490.00
31700	551	WOHLFORD, LARRY	11/15/2013	70.00
31701	207	AEDA	11/22/2013	10,000.00
31702	9	AFLAC	11/22/2013	1,814.83
31703	578	AMERITAS LIFE INSURANCE CORP	11/22/2013	2,353.48
31704	103	BEACON CREDIT UNION	11/22/2013	910.00
31705	294	BUSINESS CARD	11/22/2013	8,719.30
31706	580	CHC OF VIRGINIA INC	11/22/2013	29,846.99
31707	574	CHRISTOPHER MICALE, TRUSTEE	11/22/2013	125.00
31708	125	CVCJA	11/22/2013	345.00
31709	247	ENGINEERED SYSTEMS & PRODUCTS	11/22/2013	12,336.50
31710	57	ICMA RETIREMENT TRUST-457 #304	11/22/2013	1,380.00
31711	411	MANPOWER	11/22/2013	520.00
31712	423	NTELOS	11/22/2013	832.69
31713	588	PITNEY BOWES GLOBAL FINANCIAL	11/22/2013	75.00
31714	379	REI CONSULTANTS INC	11/22/2013	1,578.78
31715	510	RIVER VALLEY RESOURCES LLC	11/22/2013	94.62
31716	9999999	SHREVE DAVID WILLIAM	11/22/2013	27.44
31717	1	SUBWAY	11/22/2013	52.90
31718	271	VIRGINIA CAROLINA PAVING & GRA	11/22/2013	205,873.00

NO. OF CHECKS: 89

TOTAL CHECKS

420,872.87

Town of Altavista  
FY 2014 Revenue Report  
42% of Year Lapsed

<b>General Fund Revenue</b>	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Property Taxes - Real Property	410,000	410,000	215,566	53	249,846	61	410,000
Public Service - Real & Personal	62,000	62,000	14,674	24	14,674	24	62,000
Personal Property	195,000	195,000	96,225	49	65,106	33	195,000
Personal Property - PPTRA	100,000	100,000	-135	0	10,208	10	100,000
Machinery & Tools	1,470,100	1,470,100	1,375,613	94	1,375,613	94	1,470,100
Mobile Homes - Current	500	500	226	45	265	53	500
Penalties - All Taxes	5,000	5,000	36	1	1,318	26	5,000
Interest - All Taxes	3,000	3,000	28	1	1,415	47	3,000
Local Sales & Use Taxes	125,000	125,000	11,886	10	47,777	38	125,000
Local Electric and Gas Taxes	100,000	100,000	9,349	9	36,777	37	100,000
Local Motor Vehicle License Tax	43,000	43,000	14,306	33	20,142	47	43,000
Local Bank Stock Taxes	160,000	160,000	0	0	0	0	160,000
Local Hotel & Motel Taxes	60,000	60,000	8,373	14	31,151	52	60,000
Local Meal Taxes	620,000	620,000	53,017	9	213,926	35	620,000
Audit Revenue	3,500	3,500	0	0	0	0	3,500
Container Rental Fees	1,000	1,000	0	0	0	0	1,000
Communications Tax	40,000	40,000	3,405	9	10,254	26	40,000
Transit Passenger Revenue	4,000	4,000	571	14	2,402	60	4,000
Business License Fees/Contractors	11,000	11,000	33	0	33	0	11,000
Business License Fees/Retail Services	110,000	110,000	30	0	370	0	110,000
Business License Fees/Financial/RE/Prof.	8,500	8,500	0	0	0	0	8,500
Business License Fees/Repairs & Person Svcs	16,500	16,500	30	0	132	1	16,500
Business License Fees/Wholesale Businesses	1,800	1,800	0	0	0	0	1,800
Business License Fees/Utilities	8,000	8,000	0	0	0	0	8,000

Town of Altavista  
FY 2014 Revenue Report  
42% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Business License Fees/Hotels	1,300	1,300	0	0	0	0	1,300
Permits - Sign	1,000	1,000	60	6	420	42	1,000
Fines & Forfeitures - Court	20,000	20,000	788	4	7,222	36	20,000
Parking Fines	200	200	0	0	250	125	250
Interest and Interest Income	47,000	47,000	1,151	2	6,768	14	47,000
Rents - Rental of General Property	1,000	1,000	50	5	600	60	1,000
Rents - Pavilion Rentals	2,000	2,000	0	0	1,125	56	2,000
Rents - Booker Building Rentals	4,000	4,000	0	0	1,800	45	4,000
Rents - Rental of Real Property	45,000	45,000	1,403	3	20,000	44	45,000
Property Maintenance Enforcement	1,300	1,300	111	9	555	43	1,300
Railroad Rolling Stock Taxes	18,000	19,000	0	0	19,060	100	19,000
State DCJS Grant	75,000	75,000	0	0	20,037	27	75,000
State Rental Taxes	1,100	1,100	0	0	0	0	1,100
State/Misc. Grants (Fire Grant)	9,100	9,100	0	0	9,000	99	9,100
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	8,100	8,100	0	0	0	0	8,100
State Transit Revenue	12,810	12,810	0	0	10,334	81	12,810
Campbell County Grants	57,100	57,100	57,100	100	57,100	100	57,100
Litter Grant	1,600	1,600	0	0	1,982	124	2,000
Fuel - Fire Dept. (Paid by CC)	3,700	3,700	0	0	0	0	3,700
VDOT TEA 21 Grant	0	726,320	121,255	17	121,255	17	726,320
VDOT LAP Funding	0	751,758	119,020	16	119,239	16	751,760
Federal Transit Revenue	78,300	78,300	1,671	2	10,996	14	78,300
Federal/Byrne Justice Grant	4,000	4,000	0	0	0	0	4,000
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	10,000	10,000	275	3	1,172	12	10,000
Misc. - Cash Discounts	200	200	28	14	36	18	200

Town of Altavista  
FY 2014 Revenue Report  
42% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Miscellaneous	13,000	48,000	3,648	8	47,273	98	48,000
Misc. - State Forfeiture Fund	0	0	511	0	607	0	0
Misc. - Federal Forfeiture Fund			0		2,067		
Transfer In from General Fund (C.I.P.)	0	9,750	0	0	0	0	9,750
Transfer In from CIF	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	224,922	0	0	0	0	224,922
	<b><u>3,975,710</u></b>	<b><u>5,724,460</u></b>	<b><u>2,110,306</u></b>	<b><u>36.86</u></b>	<b><u>2,540,306</u></b>	<b><u>44.38</u></b>	<b><u>5,724,912</u></b>



Town of Altavista  
Fund Expenditure Totals  
FY 2014  
42% of Year Lapsed

	<b>FY 2014 Adopted <u>Budget</u></b>	<b>FY 2014 Amended <u>Budget</u></b>	<b>FY 2014 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2014 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	5,667,080	5,956,480	359,696	6	2,135,537	36	5,958,580
Debt Service	0	0	0	0	0	0	0
CIP	686,400	3,354,150	250,192	7	706,737	21	3,354,150
Transfer Out to General Fund Reserve	411,280	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	16,250	25	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>338,750</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	0	<u>0</u>
<b>ALL FUNDS - GRAND TOTAL:</b>	<u>7,193,510</u>	<u>9,400,630</u>	<u>609,888</u>	<u>6</u>	<u>2,858,524</u>	<u>30</u>	<u>9,402,730</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
42% of Year Lapsed

	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	33,530	33,530	1,749	5	11,616	35	33,930
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>33,530</u>	<u>33,530</u>	<u>1,749</u>	<u>5</u>	<u>11,616</u>	<u>35</u>	<u>33,930</u>
Administration							
Operations	709,900	709,900	42,400	6	292,201	41	709,900
Debt Service	0	0	0	0	0	0	0
CIP	<u>7,000</u>	<u>7,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,000</u>
Administration - TOTAL:	<u>716,900</u>	<u>716,900</u>	<u>42,400</u>	<u>6</u>	<u>292,201</u>	<u>41</u>	<u>716,900</u>
Non-Departmental							
Operations	865,580	866,580	26,915	3	188,788	22	866,332
Transfer Out to Cemetery Fund	-31,200	-31,200	0	0	0	0	-31,200
Transfer Out to Enterprise Fund	0	-412,280	0	0	0	0	-410,632
Transfer Out to General Fund Reserve	-411,280	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>-16,250</u>	<u>25</u>	<u>-32,500</u>	<u>50</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>358,100</u>	<u>358,100</u>	<u>10,665</u>	<u>3</u>	<u>156,288</u>	<u>44</u>	<u>359,500</u>
Debt Service	0	0	0	0	0	0	0
CIP	<u>6,000</u>	<u>1,681,000</u>	<u>138,820</u>	<u>8</u>	<u>424,224</u>	<u>25</u>	<u>1,681,000</u>
Non-Departmental - TOTAL:	<u>364,100</u>	<u>2,039,100</u>	<u>149,485</u>	<u>7</u>	<u>580,512</u>	<u>28</u>	<u>2,040,500</u>
Public Safety							
Operations	918,180	918,180	55,530	6	296,058	32	918,180
Debt Service	0	0	0	0	0	0	0
CIP	<u>48,500</u>	<u>58,250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>58,250</u>
Public Safety - TOTAL:	<u>966,680</u>	<u>976,430</u>	<u>55,530</u>	<u>6</u>	<u>296,058</u>	<u>30</u>	<u>976,430</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
42% of Year Lapsed

	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	954,400	954,400	66,866	7	334,755	35	954,400
Debt Service	0	0	0	0	0	0	0
CIP	<u>40,000</u>	<u>68,000</u>	<u>4,477</u>	<u>7</u>	<u>20,155</u>	<u>30</u>	<u>68,000</u>
Public Works - TOTAL:	<u>994,400</u>	<u>1,022,400</u>	<u>71,343</u>	<u>7</u>	<u>354,911</u>	<u>35</u>	<u>1,022,400</u>
Economic Development							
Operations	133,320	168,320	7,966	5	50,871	30	168,320
CIP	<u>129,400</u>	<u>129,400</u>	<u>0</u>	<u>0</u>	<u>244,124</u>	<u>0</u>	<u>129,400</u>
Economic Development - TOTAL:	<u>262,720</u>	<u>297,720</u>	<u>7,966</u>	<u>3</u>	<u>75,283</u>	<u>25</u>	<u>297,720</u>
Transit System							
Operations	85,400	85,400	6,945	8	33,515	39	85,700
Debt Service	0	0	0	0	0	0	0
CIP	<u>44,500</u>	<u>44,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>44,500</u>
Transit System - TOTAL:	<u>129,900</u>	<u>129,900</u>	<u>6,945</u>	<u>5</u>	<u>33,515</u>	<u>26</u>	<u>130,200</u>
<b>GENERAL FUND TOTALS</b>							
Operations	3,192,830	3,227,830	192,121	6	1,175,305	36	3,229,930
Debt Service	0	0	0	0	0	0	0
CIP	<u>275,400</u>	<u>1,988,150</u>	<u>143,297</u>	<u>7</u>	<u>468,792</u>	<u>24</u>	<u>1,988,150</u>
<b>GENERAL FUND - GRAND TOTAL:</b>	<u>3,468,230</u>	<u>5,215,980</u>	<u>335,418</u>	<u>6</u>	<u>1,644,096</u>	<u>32</u>	<u>5,218,080</u>

Town of Altavista  
Council / Planning Commission  
FY 2014 Expenditure Report  
42% of year Lapsed

<b><u>COUNCIL / PLANNING COMMISSION - FUND 10</u></b>	<b><u>FY 2014 Adopted Budget</u></b>	<b><u>FY 2014 Amended Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	21,000	21,000	1,749	8	8,747	42	21,000
Other Employee Benefits			0	0	0	0	
Services	8,000	8,000	0	0	0	0	8,000
Other Charges	4,530	4,530	0	0	2,869	63	4,930
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>33,530</b>	<b>33,530</b>	<b>1,749</b>	<b>5</b>	<b>11,616</b>	<b>35</b>	<b>33,930</b>

Town of Altavista  
Administration  
FY 2014 Expenditure Report  
42% of year Lapsed

<b><u>ADMINISTRATION - FUND 10</u></b>	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	399,600	399,600	26,454	7	156,446	39	399,600
Other Employee Benefits	18,000	18,000	8,075	45	9,127	51	18,000
Services	145,300	145,300	5,005	3	66,640	46	145,300
Other Charges	119,900	119,900	1,102	1	49,570	41	119,900
Materials & Supplies	27,100	27,100	1,763	7	10,418	38	27,100
Capital Outlay	7,000	7,000	0	0	0	0	7,000
<b>Total Expenditures</b>	<b>716,900</b>	<b>716,900</b>	<b>42,400</b>	<b>6</b>	<b>292,201</b>	<b>41</b>	<b>716,900</b>

Town of Altavista  
Non-Departmental  
FY 2014 Expenditure Report  
42% of Year Lapsed

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b><u>FY 2014 Adopted Budget</u></b>	<b><u>FY 2014 Amended Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	48,600	48,600	210	0	43,555	90	48,600
<i>Campbell County Treasurer</i>			0	0	30,845	0	30,845
<i>USDA Assistance</i>	0	0	0	0	210	0	0
<i>NABF Youth Baseball Tournament</i>	0	0	0	0	0	0	0
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	2,500	2,500	2,500	100	2,500	100	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	5,000	25	10,000	50	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	500	500	0	0	0	0	500
Contribution - Altavista EMS	11,100	11,100	0	0	0	0	11,100
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	52,000	52,000	10,000	19	10,000	19	52,000
Contribution - YMCA Recreation Program	100,000	100,000	0	0	50,000	50	100,000
Contribution - Altavista Fire Co.	9,100	9,100	0	0	10,539	116	10,500
Contribution - Avoca	16,900	16,900	0	0	8,450	50	16,900
Contribution - Altavista On Track (MS)	85,000	85,000	0	0	17,500	21	85,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>323,700</b>	<b>323,700</b>	<b>10,210</b>	<b>3</b>	<b>140,044</b>	<b>43</b>	<b>325,100</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Fuel - Fire Company	5,000	5,000	403	8	1,493	30	5,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>5,000</b>	<b>5,000</b>	<b>403</b>	<b>8</b>	<b>1,493</b>	<b>30</b>	<b>5,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>328,700</b>	<b>328,700</b>	<b>10,613</b>	<b>3</b>	<b>141,537</b>	<b>43</b>	<b>330,100</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	31,200	31,200	0	0	0	0	31,200
Transfer Out - Enterprise Fund	0	412,280	0	0	0	0	410,632
Transfer Out - Library Fund	0	0	0	0	0	0	0

Town of Altavista  
Non-Departmental  
FY 2014 Expenditure Report  
42% of Year Lapsed

	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>							
Transfer Out - General Fund Reserve	411,280	0	0	0	0	0	0
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	16,250	25	32,500	50	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>507,480</b>	<b>508,480</b>	<b>16,250</b>	<b>3</b>	<b>32,500</b>	<b>6</b>	<b>506,832</b>
<b>DEBT SERVICE</b>							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SUPPLIES - Non. Dept.</b>							
Avoca Materials & Supplies	29,400	29,400	52	0	14,752	50	29,400
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>29,400</b>	<b>29,400</b>	<b>52</b>	<b>0</b>	<b>14,752</b>	<b>50</b>	<b>29,400</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>865,580</b>	<b>866,580</b>	<b>26,915</b>	<b>3</b>	<b>188,788</b>	<b>22</b>	<b>866,332</b>
<b>CAPITAL OUTLAY - Non-Departmental</b>							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	907,900	116,461	13	274,802	30	907,900
Replacement Other than Buildings (Avoca)	6,000	6,000	0	0	0	0	6,000
Replacement Other than Buildings (VDOT LAP)	0	767,100	22,359	3	149,422	19	767,100
<b>CAPITAL OUTLAY -TOTAL</b>	<b>6,000</b>	<b>1,681,000</b>	<b>138,820</b>	<b>8</b>	<b>424,224</b>	<b>25</b>	<b>1,681,000</b>
<b>NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL</b>	<b>871,580</b>	<b>2,547,580</b>	<b>165,735</b>	<b>7</b>	<b>613,012</b>	<b>24</b>	<b>2,547,332</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>364,100</b>	<b>2,039,100</b>	<b>149,485</b>	<b>7</b>	<b>580,512</b>	<b>28</b>	<b>2,040,500</b>

Town of Altavista  
Public Safety  
FY 2014 Expenditure Report  
42% of Year Lapsed

	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>PUBLIC SAFETY - FUND 10</u></b>							
Wages & Benefits	785,680	785,680	50,383	6	256,184	33	785,680
Other Employee Benefits	0	0	0	0	0	0	0
Services	5,900	5,900	70	1	395	7	5,900
Other Charges	40,300	40,300	1,410	3	13,778	34	40,300
Materials & Supplies	86,300	86,300	3,667	4	25,702	30	86,300
Capital Outlay	48,500	58,250	0	0	0	0	58,250
<b>Total Expenditures</b>	<b>966,680</b>	<b>976,430</b>	<b>55,530</b>	<b>6</b>	<b>296,058</b>	<b>30</b>	<b>976,430</b>



Town of Altavista  
Public Works  
FY 2014 Expenditure Report  
42% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b>FY 2014 Adopted <u>Budget</u></b>	<b>FY 2014 Amended <u>Budget</u></b>	<b>FY 2014 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2014 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	673,300	673,300	47,919	7	246,588	37	673,300
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,500	8,500	2,578	30	3,194	38	8,500
Other Charges	25,600	25,600	1,226	5	5,975	23	25,600
Materials & Supplies	247,000	247,000	15,143	6	78,999	32	247,000
Debt Service	0	0	0	0	0	0	0
Capital Outlay	40,000	68,000	4,477	7	20,155	30	68,000
<b>Total Expenditures</b>	<b>994,400</b>	<b>1,022,400</b>	<b>71,343</b>	<b>7</b>	<b>354,911</b>	<b>35</b>	<b>1,022,400</b>

Town of Altavista  
Economic Development  
FY 2014 Expenditure Report  
42% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b><u>FY 2014 Adopted Budget</u></b>	<b><u>FY 2014 Amended Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	77,800	77,800	6,028	8	30,119	39	77,800
Other Employee Benefits	0	0	0	0	0	0	0
Services	14,700	49,700	308	1	15,264	31	49,700
Other Charges	35,320	35,320	1,582	4	5,365	15	35,320
Materials & Supplies	5,500	5,500	48	1	123	2	5,500
Capital Outlay	129,400	129,400	0	0	24,412	19	129,400
<b>Total Expenditures</b>	<b>262,720</b>	<b>297,720</b>	<b>7,966</b>	<b>3</b>	<b>75,283</b>	<b>25</b>	<b>297,720</b>

Town of Altavista  
Transit System  
FY 2014 Expenditure Report  
42% of Year Lapsed

<b><u>TRANSIT SYSTEM - FUND 10</u></b>	<b><u>FY 2014 Adopted Budget</u></b>	<b><u>FY 2014 Amended Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	57,700	57,700	4,359	8	22,038	38	57,700
Services	3,500	3,500	160	5	160	5	3,500
Other Charges	4,000	4,000	184	5	1,763	44	4,000
Materials & Supplies	20,200	20,200	2,243	11	9,554	47	20,500
Capital Outlay	44,500	44,500	0	0	0	0	44,500
<b>Total Expenditures</b>	<b>129,900</b>	<b>129,900</b>	<b>6,945</b>	<b>5</b>	<b>33,515</b>	<b>26</b>	<b>130,200</b>

Town of Altavista  
FY 2014 Revenue Report  
42% of Year Lapsed

Enterprise Fund Revenue	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	4,000	4,000	213	5	1,025	26	4,000
Water Charges - Industrial	825,400	825,400	81,734	10	303,951	37	825,400
Water Charges - Business/Residential	229,700	229,700	10,060	4	75,627	33	229,700
Water Charges - Outside Community	147,700	147,700	8,302	6	44,177	30	147,700
Water Charges - Water Connection Fees	1,200	1,200	0	0	700	58	1,200
Sewer Charges - Industrial	1,100,000	1,100,000	108,899	10	397,490	36	1,100,000
Sewer Charges - Business/Residential	229,200	229,200	10,013	4	71,763	31	229,200
Sewer Charges - Outside Community	1,900	1,900	0	0	231	12	1,900
Sewer Charges - Sewer Connection Fees	4,000	4,000	0	0	500	13	4,000
Sewer Charges - Sewer Surcharges	45,000	45,000	1,296	3	13,577	30	45,000
Charges for Service - Water/Sewer Penalties	3,500	3,500	-16	0	2,269	65	3,500
Misc. Cash Discounts	200	200	0	0	4	2	200
Misc. Sale of Supplies & Materials	1,000	1,000	0	0	319	32	1,000
Miscellaneous	30,000	30,000	333	1	21,026	70	30,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	232,870	0	0	0	0	234,518
Transfer In from Reserves (DEBT PAYOFF)	0	0	0	0	0	0	0
Transfer in From General Fund	0	412,280	0	0	0	0	410,632
<b>ENTERPRISE FUND - REVENUE:</b>	<b><u>2,622,800</u></b>	<b><u>3,267,950</u></b>	<b><u>220,833</u></b>	<b><u>7</u></b>	<b><u>932,658</u></b>	<b><u>29</u></b>	<b><u>3,267,950</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
42% of Year Lapsed

ENTERPRISE FUND (FUND 50)	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Water Department							
Operations	885,900	885,900	57,364	6	326,685	37	885,900
Debt Service	0	0	0	0	0	0	0
CIP	135,000	466,200	79,520	17	153,642	33	466,200
Transfer Out	<u>169,375</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>1,190,275</u>	<u>1,352,100</u>	<u>136,884</u>	<u>10</u>	<u>480,327</u>	<u>36</u>	<u>1,352,100</u>
Wastewater Department							
Operations	1,137,150	1,166,050	98,312	8	400,323	34	1,166,050
Debt Service	0	0	0	0	0	0	0
CIP	126,000	749,800	27,375	4	84,303	<u>11</u>	749,800
Transfer Out	<u>169,375</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Wastewater Department - TOTAL:	<u>1,432,525</u>	<u>1,915,850</u>	<u>125,688</u>	<u>7</u>	<u>484,627</u>	<u>25</u>	<u>1,915,850</u>
ENTERPRISE FUND TOTAL							
Operations	2,023,050	2,051,950	155,676	8	727,009	35	2,051,950
Debt Service	0	0	0	0	0	0	0
CIP	<u>261,000</u>	<u>1,216,000</u>	<u>106,895</u>	<u>9</u>	<u>237,945</u>	<u>20</u>	1,216,000
Transfer Out	<u>338,750</u>	<u>0</u>					<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>2,622,800</u>	<u>3,267,950</u>	<u>262,571</u>	<u>8</u>	<u>964,954</u>	<u>30</u>	<u>3,267,950</u>

Town of Altavista  
Water Department  
FY 2014 Expenditure Report  
42% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	526,200	526,200	38,247	7	203,679	39	526,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	38,450	38,450	940	2	14,354	37	38,450
Other Charges	162,250	162,250	10,494	6	52,249	32	162,250
Materials & Supplies	159,000	159,000	7,683	5	56,403	35	159,000
Debt Service	0	0	0	0	0	0	0
Capital Outlay	135,000	466,200	79,520	17	153,642	33	466,200
Transfer Out to Reserves	169,375	0					0
<b>Total Expenditures</b>	<b>1,190,275</b>	<b>1,352,100</b>	<b>136,884</b>	<b>10</b>	<b>480,327</b>	<b>36</b>	<b>1,352,100</b>

Town of Altavista  
Wastewater Department  
FY 2014 Expenditure Report  
42% of Year Lapsed

<b>WASTEWATER DEPARTMENT - FUND 50</b>	<b>FY 2014 Adopted <u>Budget</u></b>	<b>FY 2014 Amended <u>Budget</u></b>	<b>FY 2014 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2014 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	643,900	643,900	48,145	7	241,192	37	643,900
Other Employee Benefits	0	0	0	0	0	0	0
Services	12,850	41,750	0	0	3,054	7	41,750
Other Charges	311,800	311,800	27,092	9	105,390	34	311,800
Materials & Supplies	168,600	168,600	23,075	14	50,687	30	168,600
Debt Service	0	0	0	0	0	0	0
Capital Outlay	126,000	749,800	27,375	4	84,303	11	749,800
Transfer Out	169,375	0					0
<b>Total Expenditures</b>	<b>1,432,525</b>	<b>1,915,850</b>	<b>125,688</b>	<b>7</b>	<b>484,627</b>	<b>25</b>	<b>1,915,850</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
42% of Year Lapsed

	<b>FY 2014 Adopted <u>Budget</u></b>	<b>FY 2014 Amended <u>Budget</u></b>	<b>FY 2014 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2014 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>State/Hwy Reimbursement Fund (Fund 20)</b>							
Operations	420,000	645,500	9,244	1	220,644	34	645,500
CIP	<u>150,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>150,000</u>
State/Hwy Water Department - TOTAL:	<u>570,000</u>	<u>795,500</u>	<u>9,244</u>	<u>1</u>	<u>220,644</u>	<u>28</u>	<u>795,500</u>

	<b>FY 2014 Adopted <u>Budget</u></b>	<b>FY 2014 Amended <u>Budget</u></b>	<b>FY 2014 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2014 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>Cemetery Fund - Fund 90</b>							
Operations							
Cemetery - Operations - Total:	31,200	31,200	2,655	9	12,580	40	31,200
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>56,200</u>	<u>56,200</u>	<u>2,655</u>	<u>5</u>	<u>12,580</u>	<u>22</u>	<u>56,200</u>



Town of Altavista  
FY 2014 State/Highway Fund  
42% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
<b>REVENUE</b>							
Street & Highway Maintenance	570,000	570,000	0	0	150,629	26	570,000
Street & Highway Maintenance/Carry Over	0	225,500	0	0	0	0	225,500
Street & Highway Maintenance/Cash Discount	0	0	1.39	0	19.67	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<u>570,000</u>	<u>795,500</u>	<u>1</u>	<u>0</u>	<u>150,649</u>	<u>19</u>	<u>795,500</u>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	26,000	54,100	0	0	5,533	10	54,100
Maintenance - Pavement	162,200	307,565	280	0	149,265	49	307,565
Maintenance - Traffic Control Devices	56,800	56,800	3,701	7	15,288	27	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	40,000	56,000	945	2	13,661	24	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	1,295	3	18,078	36	50,000
General Admin. & Misc. - Miscellaneous	75,000	111,035	3,023	3	18,820	17	111,035
<b>State/Highway Reimb. Fund - Subtotal:</b>	<u>420,000</u>	<u>645,500</u>	<u>9,244</u>	<u>1</u>	<u>220,644</u>	<u>34</u>	<u>645,500</u>
Improvements Other Than Buildings - New	150,000	150,000	0	0	0	0	150,000
Engineering - New							
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal:</b>	<u>150,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>150,000</u>
Transfer Out - General Fund Reserve							
<b>State/Highway Fund - GRAND TOTAL:</b>	<u>570,000</u>	<u>795,500</u>	<u>9,244</u>	<u>1</u>	<u>220,644</u>	<u>28</u>	<u>795,500</u>

Town of Altavista  
FY 2014 Cemetery Fund  
42% of Year Lapsed

Cemetery Fund - Fund 90	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	1,550	10	4,300	29	15,000
Interest/Interest Income	6,000	6,000	0	0	2,114	35	6,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	2,600	65	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	<u>31,200</u>	<u>31,200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>31,200</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>56,200</u></b>	<b><u>56,200</u></b>	<b><u>1,550</u></b>	<b><u>3</u></b>	<b><u>9,014</u></b>	<b><u>16</u></b>	<b><u>56,200</u></b>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,500	9,500	799	8	2,557	27	9,500
Salaries and Wages/Overtime	500	500	19	4	237	47	500
Benefits/FICA	800	800	59	7	202	25	800
Benefits/VRS	1,100	1,100	94	9	310	28	1,100
Benefits/Medical Insurance is pre-paid	1,100	1,100	99	9	372	34	1,100
Benefits/Group Life	200	200	10	5	33	17	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	1,575	9	8,869	49	18,000
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>56,200</u></b>	<b><u>56,200</u></b>	<b><u>2,655</u></b>	<b><u>5</u></b>	<b><u>12,580</u></b>	<b><u>22</u></b>	<b><u>56,200</u></b>

**Town of Altavista**

Grand Total of all Investments and Deposits

**\$ 12,103,614.47**

Balance as of November 30, 2013

**Non-Specific**

Green Hill Cemetery	494,078.60
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General Fund Reserves

Capital Improvement Program Reserves

3,027,746.96

Altavista EDA Funding	278,001.18 *
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VDOT TEA 21 Enhancement Match	309,000.00
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587,001.18

Enterprise Fund Reserves

Capital Improvement Program Reserves

184,541.00

PCB Remediation	626,288.83
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Community Improvement Reserve	0.00
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Police Federal	2,413.12
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Police State	9,218.25
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Train Station	2,266.29
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Public Funds Money Market Accounts

5,015,121.86

Operating Checking Account (Reconciled Balance)	2,154,938.38
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<b>DESIGNATED FUNDS</b>	<b>3,876,204.65</b>
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Reserve Policy Funds (This figure changes annually w/audit)

8,227,409.82

-6,142,695.00

**Policy \$****General Enterprise****Total**

4,827,099 1,315,596

6,142,695

**UNDESIGNATED FUNDS**

2,084,714.82

NOTES:

Earmarked CIP Reserve / Trash Truck - FY 2015

-184,000.00

FY13 Carryover Needs

-2,922,150.00

Funding from VDOT and LAP from Downtown Projects

1,478,078.00

FY14 GF Projected Transfer out of Reserves to fund CIP

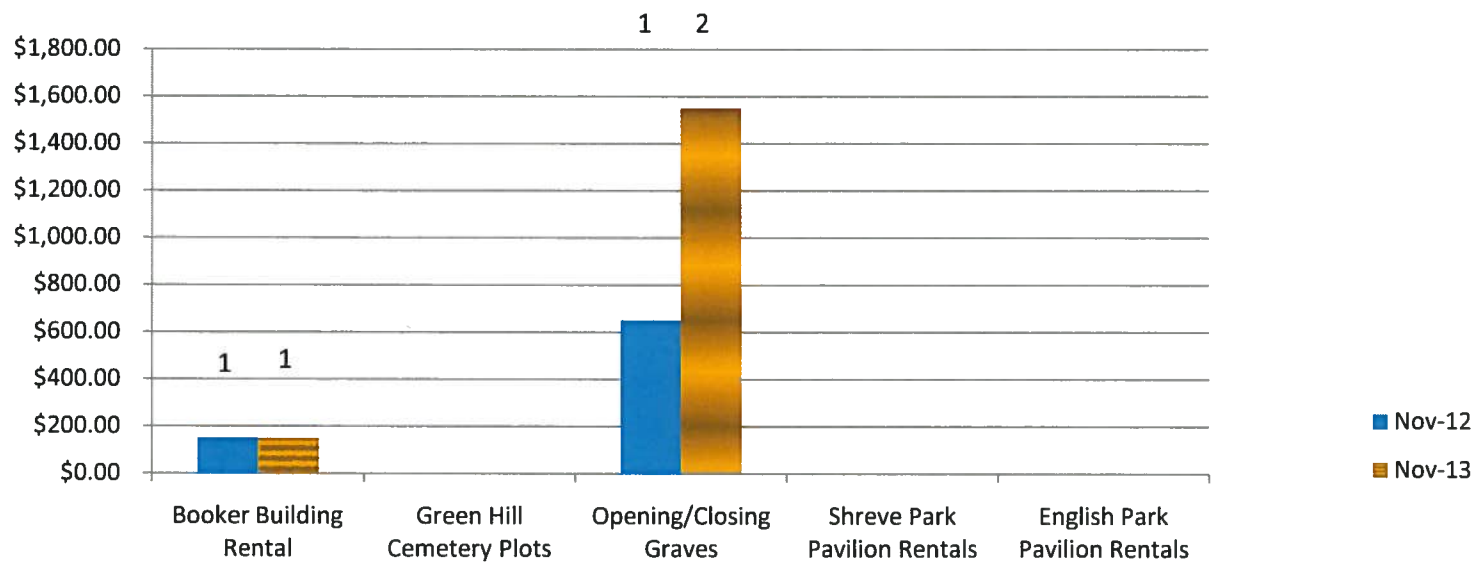
0.00

FY14 EF Projected Transfer out of Reserves to fund CIP

0.00

**UNDESIGNATED RESERVE FUND BALANCE**

456,642.82



## Monthly Business Activity Report

**OPENED**

Mailing Address & Physical Address					
Applicant Name	(if different)	Trade Name	Type of Business	Federal Id or SSN	Open Date
Commercial Millwork	356 Industrial Road	Commercial Millwork	contractor		11/1/2013
	Newport TN 37821				
Connie Krantz	810 Main St Altavista VA	The Cupboard Caffee	Restaurant		11/20/2013
Tammatha Penn-Miller	322 10th Street Altavista	S&T Plumbing & Maint	plumbing		11/15/2013

**CLOSED**

[illegible]

## Monthly Report to Council

**Date:** December 10, 2013  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** November 2013 Activity

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### 1. Zoning/Code Related Matters:

4-Nov 047-13	Moore's Electrical Mechanical 1305 Main Street	New offices and fabrication shop		
12-Nov 048-13	Shandra Slaughter 210 Doss Street	Home occupation Child care 5 or fewer children		
18-Nov 049-13	Earth Environmental and Civil, Rocky Mt. VA	Taco Bell at 165 Clarion Road		

### 2. Site Plans Reviewed and/or Approved:

- None noted

### 3. Planning Commission (PC) Related:

- Prepared agenda and packets for December 2, 2013 meeting which include d mailing notices to invite business/property owners within the DRO to the meeting. Also met with Scott Smith to prepare agenda for the meeting.
- Drafted recommendation to TC for 2 zoning matters requiring public hearing by TC.

### 4. AOT Related

- Nothing noted

### 5. ACTS Relate

- Completed October billing reimbursement request to DRPT for operations.
- Validated daily ridership and revenue for bus system- see bus report.
- Completed online October monthly reporting to DRPT.
- Attended and participated TC work session related to the TDP. Worked with consultants to have final TDP ready for adoption by TC.
- Attended CTAV board meeting in Lexington.
- Prepared and presented ACTS budget to the Finance Committee in preparation for writing the FY2015 Grant.
- Worked on driver annual evaluations.
- Staffed the monthly construction update meeting.

**6. Projects and Administrative Related:**

- Updated GIC
- Town Council reports for December
- Certified October monthly bank statements.
- Continued to manage the streetscape and infrastructure project with VCP. The intersection has been repaired according to Wiley Wilson approved plans and reopened on November 8<sup>th</sup>. However, there appears to be water still ponding to the south of the crosswalk that must be addressed. Work continues with demolition on 7<sup>th</sup> Street of sidewalks and C&G. A crosswalk and curb cut were added to the project at a cost of approximately \$4,000.
- Completed draft documents for CIP FY2015 to be dispersed to department heads.
- Interviewed by Mark Thomas for articles in the Journal.

## MEMO

To: Mayor Mattox & Members of Town Council  
Fr: Megan A. Lucas, Economic Development Dir.  
Date: December 2013  
Re: Activity Report encompassing **October and November 2013**

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Below are my activities relating to the AEDA's six components for the first year action plan.

1. **Capacity Building** – Establish a full-time economic developer position, in January, 2012. **Status: complete**
2. **Networking** – The economic development director will build relationships with local (Altavista Area Chamber of Commerce, Altavista On Track, Virginia Technical Institute, etc.), regional (Region 2000, utilities, CVCC, CAER, etc.), and statewide (Virginia Economic Development Partnerships, Tobacco Commission, etc.) organizations that will assist and support Altavista economic development with different resources **Status: Active**

Altavista Chamber ED Meeting  
US Chamber of Commerce Board Meeting  
Meeting with Graham Packaging  
Town Council Meeting  
Dinner with US Con Lee Terry  
AOT ER Committee Mtg.  
Meeting with Speaker Boehner  
Meeting with Intersections  
Region 2000 Economic Dev. Meeting x2  
Meeting with Bart Smith SBDC  
Region 2000 WIB Mtg  
Lynchburg Chamber Breakfast

Record IYB  
Attended VEDA Fall Conference  
AOT Board Meeting  
Plant Managers Meeting  
EDA Meeting  
Hosted Brand Acceleration for 2 days  
Region 2000 Economic Dev. Strategic Planning Mtg.  
Meeting with Bedford Chamber of Commerce  
Taught Non-profit Law Class  
YMCA Meeting x2  
AEDA meetings

3. **Existing Business Retention and Expansion** - An aggressive business visitation and follow-up effort will be developed, including visiting 26 businesses and assisting in the creation of 50 full-time expansion jobs in the first year. **Status: Active**
4. **Develop Products** —Procure by purchase and/or option one or more 20+ acre sites and partner with the owner of the Lane building on a redevelopment program, to ensure locations for expanding local firms and/or new businesses). Broaden local incentives. **Status: Active**, hired Gay and Neal to evaluate industrial sites: Working two projects.
5. **Marketing** – Develop the following plan fundamentals in the first year: (1) Agree on types of businesses the Town wants to pursue, (2) Ask existing businesses to identify prospects; and (3) Prepare a comprehensive economic development website, publish a fact sheet, begin a branding effort, and initiate cooperative marketing with Campbell County. **Status: Active**
  - Recorded "It's Your Business" monthly radio show on AM1000: The radio show is going from monthly to weekly in an effort to get a bit more traction, so be sure to tune in every Saturday morning at 9:00 AM at least throughout the summer. Guests in August: Rex Hammond, Lynchburg Chamber of Commerce and Nick Bailey interview me as a one year wrap up.
  - Hired Brand Acceleration to design our business brand, logo and website. Hosted the team in Altavista for two days that included the following: Meeting with Plant Managers, meeting with stakeholders, industry tours, community tour and one-on-one interviews.
  - Developing plan for community-wide marketing campaign.
6. **Encourage Entrepreneurism** – Pursue agreements with Virginia Technical Institute for use of vacant space and with Chamber of Commerce and the Business Development Center for technical support to aid new or early stage small businesses with growth potential. **Status: active**





## MONTHLY POLICE REPORT SYNOPSIS

### MONTH OF NOVEMBER, 2013

#### **CRIME STATISTICS - November 1, 2013 thru November 30, 2013**

##### ***Crimes Against Persons***

For the Month of November, the Town of Altavista Community experienced 0 incidents or a 100.00% decrease of Crimes Against Persons compared to 3 incidents last year during the same time duration.

##### ***Property Crimes***

For the Month of November, the Town of Altavista Community experienced 8 incidents or an 11.11% decrease of Property Crimes compared to 9 incidents last year during the same time duration.

- 1 Counterfeiting/ Forgery
- 1 Shoplifting
- 4 Theft From Motor Vehicle
- 2 All Other Larceny

##### ***Quality of Life Crimes***

For the Month of November, the Town of Altavista Community experienced 17 incidents or a 76.06% decrease of Quality of Life Crimes compared to 71 incidents last year during the same time duration.

- 1 Trespass of Real Property
- 1 Driving Under the Influence
- 6 Drunkenness
- 9 All Other Offenses

#### **CRIME STATISTICS - January 1, 2013 thru November 30, 2013 Y.T.D.**

Year to date, the Town of Altavista experienced 41 incidents or a 4.65% increase of Crimes Against Persons compared to 43 incidents last year during the same time duration.

- 2 Robbery
- 1 Forcible Rape
- 1 Sexual Assault with an Object
- 1 Forcible Fondling
- 7 Aggravated Assault
- 29 Simple Assault



Year to date, the Town of Altavista experienced 67 incidents or a 19.28% decrease of Property Crimes compared to 83 incidents last year during the same time duration.

- 4 Burglary/ Breaking & Entering
- 1 Motor Vehicle Theft
- 2 Counterfeiting/ Forgery
- 2 Embezzlement
- 3 Destruction/ Damage/ Vandalism of Property
- 1 Purse Snatching
- 21 Shoplifting
- 3 Theft From Building
- 14 Theft from Motor Vehicle
- 16 All Other Larceny

Year to date, the Town of Altavista experienced 163 incidents or a 11.89% decrease of Quality of Life Crimes compared to 185 incidents last year during the same time duration.

- 1 Weapon Law Violations
- 52 Drug/ Narcotic Violations
- 4 Driving Under the Influence
- 27 Drunkenness
- 8 Family Offenses, Nonviolent
- 2 Runaway
- 5 Trespass of Real Property
- 64 All Other Offenses

#### **Major Crimes Statistics** *(Combining Crimes Against Persons & Property Crimes = Major Crimes)*

For the Month of November, the Town of Altavista Community experienced 8 incidents or a 33.33% decrease in Major Crimes compared to 12 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 122 incidents or a 19.2% decrease in Major Crimes compared to 151 incidents last year during the same time duration.

The above statistics depict "Drunkenness" as the most frequent occurrence of criminal activity the Town of Altavista experienced during the month of November.

#### **CALLS FOR SERVICE - November 1, 2013 thru November 30, 2013**

The Altavista Police Department was dispatched to 362 Calls for Service or a 7.7% increase compared to 334 C.F.S. last year during the same time duration.



### **CALLS FOR SERVICE - January 1, 2013 thru November 30, 2013- Y.T.D.**

The Altavista Police Department was dispatched to 3768 Calls for Service or a 5.9% increase compared to 3545 C.F.S. last year during the same time duration.

### **CRIMINAL ARRESTS EXECUTED - November 1, 2013 thru November 30, 2013**

The A.P.D. executed 15 criminal arrests or a 79% decrease compared to 74 criminal arrests last year during the same duration.

### **CRIMINAL ARRESTS EXECUTED - January 1, 2013 thru November 30, 2013- Y.T.D.**

The A.P.D. executed 215 criminal arrests or a 37.8% decrease compared to 346 criminal arrests last year during the same duration.

### **TRAFFIC CITATIONS ISSUED - November 1, 2013 thru November 30, 2013**

The A.P.D. issued 18 traffic summons or a 68.4% decrease compared to 57 traffic summons issued last year during the same time duration.

### **TRAFFIC CITATIONS ISSUED - January 1, 2013 thru November 30, 2013 Y.T.D.**

The A.P.D. issued 362 traffic summons or a 7.1% decrease compared to 390 traffic summons issued last year during the same time duration.

### **OFFICER OF THE MONTH – November, 2013**

The Altavista Police Department has selected Officer J. Goggins as the Officer of the Month for the month of November 2013. Officer Goggins lead the department in Criminal Arrests for the month, as well as conducting a substantial amount of the department's traffic enforcement. Officer Goggins strives to maintain excellent relationships in the community. He has shown himself to be a very productive and community oriented Police Officer, earning him the respect of the public and his fellow officers.

### **PERSONNEL TRAINING**

Eighty (80) hours of training were afforded to police personnel during the month of November, 2013. Blocks of instruction pertained to the following training subjects: Canine Training, Basic Crime Prevention and Strategic Planning for Crime Prevention.

### **WHAT'S NEW**

The police department has hired Barbara Gibson for the position of auxiliary police officer. Auxiliary Officer Gibson will assume the role of a crime prevention specialist. The crime prevention specialist will perform a very important role in the services provided by the police department under the umbrella of the Business Target Advisory Group. It has been demonstrated that cooperation between police departments and the businesses in their jurisdiction has fostered a reduction in crime related to



those businesses. Prevention of crime is a primary goal for my department and evidence of that cooperation should contribute to economic development.

Interim Chief Walsh spoke to the Lions' Club on November 7<sup>th</sup> regarding the year to date crime report, crime prevention, and the future vision of the police department.

Officer Rob Haugh has also completed a Basic Crime Prevention course which is one of the required steps towards becoming a Certified Crime Prevention Specialist. He will be attending further training to complete this process. Officer Haugh will assume primary responsibility for the Police Department's Crime Prevention program.

Interim Chief Walsh and Auxiliary Officer Gibson attended a Strategic Planning for Crime Prevention course. The information obtained from this course will assist in furthering the goals of the Police Department's Crime Prevention program.

*Information compiled for this report was taken from the Altavista Police Department's Monthly Report.*



# PUBLIC WORKS MONTHLY REPORT For: November 2013



### Water Maintenance Report (November 2013)

No.	Work Order	Location	Status	Description	Priority	Start Date	Actual Completion
1	1988	Water Treatment Plant	Closed Work Orders	Water Repair	Medium	11/15/2013	11/15/2013
2	2017	Town Wide	Work In Progress	Weekly - Miss Utility Weekly - Refer to PM schedule details.	Medium	11/18/2013	
3	2022	2200 Beverly Heights	Work In Progress	Water Main Repair	Emergency	11/18/2013	
4	2031	Bedford Avenue	Work In Progress	Water Main Repair (Asphalting)	Medium	11/20/2013	
5	1975	1005 11th Street	Complete	Water main water leak.	Emergency	11/11/2013	11/12/2013
6	1977	3rd Street and Hughes Ave.	Closed Work Orders	Repair guard post at fire hydrant.	Medium	11/12/2013	11/12/2013
7	1978	714 Main St.	Closed Work Orders	Concrete utility cut sidewalk.	Medium	11/12/2013	11/12/2013
8	1917	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM schedule details.	Medium	11/4/2013	11/11/2013
9	1965	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM schedule details.	Medium	11/11/2013	11/15/2013
10	2035	1005 11th Street	Closed Work Orders	Water Main Repair (Asphalting)	Medium	11/21/2013	11/21/2013
11	2056	Town Wide	Work In Progress	Weekly - Miss Utility Weekly - Refer to PM schedule details.	Medium	11/25/2013	

### Sewer Maintenance Report (November 2013)

No.	Work Order ID	Location	Status	Description	Priority	Start Date	Actual Completion
1	1896	201 Ogden Rd.	Closed Work Orders	Sewer Locate	Medium	11/1/2013	11/1/2013
2	1897	201 Ogden Rd.	Closed Work Orders	Sewer (Video)	Medium	11/1/2013	11/1/2013
3	1944	1306 Lola Ave. Ext.	Closed Work Orders	Sewer Cleanout Repair	Medium	11/7/2013	11/13/2013
4	1945	3260 Lynch Mill Rd.	Closed Work Orders	Sewer Cleanout Repair	Medium	11/7/2013	11/13/2013
5	1979	1112 3rd Street	Closed Work Orders	Sewer Main (Video)	Medium	11/12/2013	11/12/2013
6	1980	1112 3rd Street	Closed Work Orders	Sewer Main (Clean)	Medium	11/12/2013	11/12/2013
7	2029	1004 Bedford Avenue	Closed Work Orders	Sewer Blockage	High	11/20/2013	11/21/2013
8	2030	7th Street	Closed Work Orders	Sewer Main (Video)	High	11/20/2013	11/21/2013

# **Green Hill Cemetery Burials (November 2013)**

No.	Work Order ID	Location	Status	Description	Date	Priority	Actual Completion Date
1	1937	Green Hill Cemetery	Closed Work Orders	Burial - Hughes (Open/Close)	11/10/2013	High	11/10/2013
2	1940	Green Hill Cemetery	Closed Work Orders	Burial - Tuck (Open/Close)	11/5/2013	High	11/7/2013
2	2026	Green Hill Cemetery	Closed Work Orders	Burial - Sullivan (Open/Close)	11/19/2013	High	11/24/2013
4	2032	Green Hill Cemetery	Closed Work Orders	Burial - Cremation - Betty Owen	11/20/2013	High	11/20/2013

## **Miscellaneous Public Work Functions (November 2013)**

Asphalt Tonnage	7.49 tons	
Brush Collection Loads	4 loads	
Brush Collection Stops	80 stops	
Bulk Collection Stops	82 stops	
Bulk Collection Tons	7.83 tons	
Leaf Collection Totals	109	
Miles	53 miles	
Miss Utility	31 tickets	
Monthly Meter Reads	61 reads	
Solid Waste Tonnage	60.23 tons	
Stock Pile	4.72	
Weekend Truck	2.62	
Sewer (Video) Footage	1,783 feet	
Sewer (Video) Footage	300 feet	(Streetscape)
Sewer (Video) Manholes	10 manholes	
Sewer (Video) Manholes	3 manholes	(Streetscape)
Sewer Main Cleaned	2,202 feet	
Sewer Main Cleaned Manholes	9 manholes	
Sewer Service (Video)	25 services	(Streetscape)

# Transportation Department Monthly Report- November 2013

July 1, 2013- June 30, 2014

<u>Month</u>		<u>Total # Riders</u>	<u>Average Daily Riders</u>	<u>Monthly Miles</u>	<u>Monthly Revenue</u>
July	2013	1,956	82	3,910	\$ 400.00
August		2,231	91	3,963	\$ 400.00
September		1,705	78	3,563	\$ 400.00
October		1,416	57	4,020	\$ 589.00
November		1,440	64	3,601	\$ 600.00
<b>Total YTD</b>		<b>8,748</b>	<b>74</b>	<b>19,057</b>	<b>\$ 2,389.00</b>

Comparison FY2013

Monthly Riders

Percent Change

# Transportation Department Monthly Report- November 2014

July 1, 2013- June 30, 2015

<u>Month</u>		<u>Total # Riders</u>	<u>Average Daily Riders</u>	<u>Monthly Miles</u>	<u>Monthly Revenue</u>
December	2013	1,196	61.08571	3,643	\$ 654.50
January		1,011	58.02857	3,587	\$ 713.40



# WASTEWATER

## November 2013

### SUMMARY

- Replaced Blower for 3 & 4 Basin
- Utility Committee Meeting
- Dr. Licht sampled EOP and foliage from test pads.
- Sampled effluent for permit renewal
- Submitted permit Renewal Application to DEQ
- Sampled Monitoring Wells around EOP
- Received DEQ Field Inspection results (NO Action Required)
- Semi Annual PT testing conducted by Lab
- Dr. Sowers sampled his ongoing experiment
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 140 wet tons of sludge processed
- Treated 56.15 million gallons of water

## November 2013

**1396      Man Hours Worked**

**14           Sick Leave**

**118          Vacation Hours**



## **Water Department Report November, 2013**

### **Water Production:**

Water Plant: 45.00 million gallons of raw water treated.

Water Plant: 32.90 million gallons of finished water delivered.

Mcminnis Spring: 8.8 million gallons of finished water treated.

Mcminnis Spring: average 294,000 gallons per day and run time hours 18 a day.

Reynolds Spring: 5.5 million gallons of finished water treated.

Reynolds Spring: average 185,000 gallons per day and run time hours 11 a day.

### **Water Purchased:**

CCUSA: 183,260 gallons (245 hcf)

### **Water Sold:**

Town of Hurt

### **Water Plant Averages for November, 2013:**

Weekday: 15.0hrs / day of production

1,633,000 gallons treated / day

Weekends: 11.0hrs / day of production

1,183,000 gallons treated / day

### **Special Projects:**

- Replaced changed oil in mixers.
- Abbott was down 28<sup>th</sup> and 29<sup>th</sup> for November.
- Change in sampling schedule because of Holidays.

### **Water Plant**

- Completed raw sample pump piping for sample pump.
- Working on CIP items.
- Painting 1<sup>st</sup>. floor at Plant.
- EPA changed the turbidity level for both springs from <200 to < 100 NTU for the raw water as of 1<sup>st</sup>.of July 2013. We are now required to sample each spring every Wednesday until further notice.



Meeting Date: December 10, 2013

## FINANCE/HUMAN RESOURCES COMMITTEE REPORT



The Finance/Human Resources Committee met on Tuesday, December 3<sup>rd</sup> to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: Banners for Main Street and 7<sup>th</sup> Street (Action Requested)

Last month, the Committee presented information regarding the proposed banner program for the downtown area, as well as an extended area of Main Street. After discussion, the Town Council opted to match the \$5,000 provided by the Chamber of Commerce, while requesting staff to see if there were other potential funding sources. With no additional funding sources identified, the Committee revisited the proposal and would recommend that the Town proceed with the purchase of banners from Mosca at a price of \$19,700. The additional funds above and beyond the previously approved \$5,000 from the Town and the \$5,000 from the Chamber will be taken from reserves, should additional funds in existing departmental budgets not be identified. (*Attachment(s): Proposed banner design and cost*)

**Possible Motion: "Authorize the purchase of banners from Mosca in an amount not to exceed \$19,700, as outlined"**

II: Consideration of FY2015 ACTS (Transit) Budget (Action Requested)

Each year, Council is asked to consider the Altavista Community Transit System's (ACTS) budget at their December meeting, to allow staff to proceed with the grant application that provides state and federal money for the operation of the system. Attached is the draft budget for ACTS. (*Attachments: Memorandum from Asst. Town Manager regarding draft ACTS FY2015 Budget*)

**NOTE: Defer Action on this item until after consideration of the ACTS "Transit Development Plan" which is under "Old Business".**

**Possible Motion: "Authorize the Assistant Town Manager to apply for the DRPT grant based on the attached ACTS draft budget and process monthly draws downs of the grant, if approved".**

III: Sick Leave/Bank policy changes (Action Requested)

Based on Council's adoption of the Short Term/Long Term Disability Plan for "VRS Hybrid Retirement Plan" employees (*includes all employees hired on/after January 1, 2014 and any existing employee who opts for the new coverage*), staff proposes that the Town's Sick Leave/Sick Bank policy be changed as reflected in the attached memorandum from Tobie

Sick Leave/Bank policy changes (continued)

Shelton, Finance Director. In addition, copies of the proposed policy changes are attached for your review. The Committee recommends that these policies be adopted as presented. (Attachment(s): Memorandum from Finance Director, dated November 20, 2013; and Revised Town Policies Sick Leave and Sick Bank.)

**Possible Motion: “Approve the revised policies relating Sick Leave and Sick Bank.”**

IV: Public Works/Utility Department Reorganization proposal (Action Requested)

The Committee reviewed the proposal submitted by staff that would begin a process of reorganizing the Public Works/Utility Departments and bring them under one director. The attached memorandum from the Town Manager sets forth the proposals and the two organization charts shows the short term and long term changes that would be incorporated. The Committee recommends endorsement of this proposal, realizing that job descriptions and title changes will need to be incorporated at the appropriate time. The position of Director of Public Works/Utility (Grade 25) would take the place of the existing Director of Public Works (Grade 22) and the position of Public Works Manager (Grade 18) would replace an existing supervisor (Grade 14) position. This action would allow the Town Manager to proceed with recruitment for the positions. (Attachment(s): Memorandum from Town Manager; and Organizational layout charts)

**Possible Motion: “Approve the concept as presented.”**

Other Items/Updates (Informational Only)

- Committee Meeting date/time – The Committee has previously held their meeting on the first Tuesday of each month. Staff has asked the Committee to consider moving the date or time of the meeting. This request is based on the fact that the Committee’s meeting falls the same week as Town Council agenda preparation and on the same day/time that the Campbell County Board of Supervisors conduct their monthly meeting. Following discussion, the Committee has decided to meet the Fourth Thursday of each month at 8:15 a.m. beginning in January 2014.
- Water Improvement Project Funding – Staff continues to explore options regarding the funding of the current project (Bedford Avenue Waterline Improvements) and future projects. Staff will be meeting with “professionals” regarding their services regarding such analysis.

Members Present: Dalton, Edwards and Ferguson

# **Banners for Main Street and 7<sup>th</sup> Street**

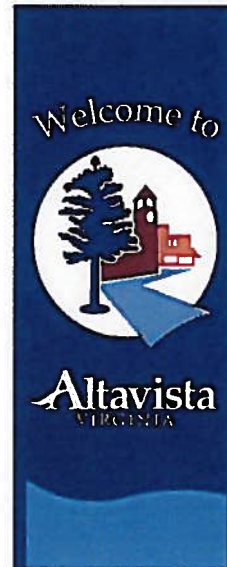
## **ATTACHMENT(S):**

- **Proposed banner design and cost**

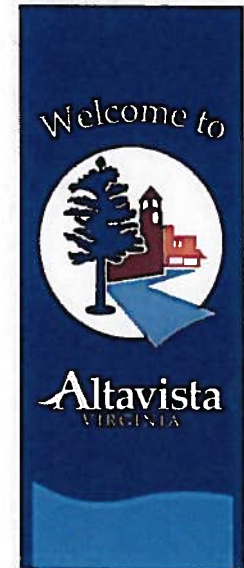
## Dec, Jan, Feb, March



## April, May, June, July



## Aug, Sept, Oct, Nov



	QTY	COST	Total	SIZE
Harvest Scarecrow	71	\$ 59.00	\$ 4,189.00	18x45
Single Ribbon	71	\$ 80.00	\$ 5,680.00	18x45
Spring Flowers	71	\$ 70.00	\$ 4,970.00	18x45
Altavista Town	72	\$ 60.00	\$ 4,320.00	18x45
Screen Charges			\$ 210.00	
Hardware	60	\$ 53.00	\$ 3,180.00	
less 15% Discount on banners			\$ 2864.85	
<b>Grand Total</b>			<b>\$ 19,624.15</b>	

Organization	Amount
Chamber	\$5000.00

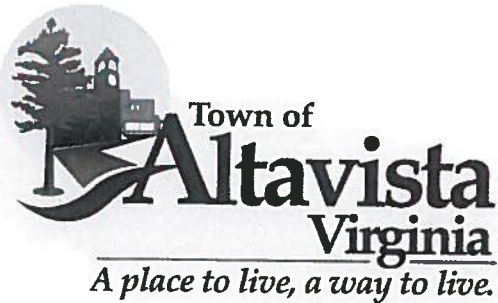
Total from Mosca

# **Consideration of FY2015 ACTS (Transit) Budget**

## **ATTACHMENT(S):**


- **Memorandum from Asst. Town Manager  
regarding draft ACTS FY2015 Budget**





## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager & Town Council Members

**From:** Dan Witt, Assistant Town Manager 

**Date:** December 10, 2013

**Re:** Altavista Community Transit System (ACTS) Budget

The purpose of this memo is to request the authority to complete the Department of Rail and Public Transportation (DRPT) grant application, to seek approval from Town Council for the required local match for the operational and CIP budgets for ACTS, and to be granted authority from Council to file requests for reimbursement of funds from DRPT. The DRPT grant application is due January 31, 2014. The grant application will now cover the same time period as the Town's FY2015, which begins July 1, 2014 and runs through June 30, 2015. DRPT made this change to accommodate the Town's fiscal year, which makes budgeting and tracking funds much easier.

### Background

As of the end of December 2013 ACTS will have been in operation for 3 calendar years and 2 full fiscal years which provides a foundation of history for developing the FY2015 budget. Before getting into the budget I would like to provide some data showing the growth of ACTS. The chart below shows the first 3 years of operations. The key point of this is to show both the monthly and annual increase in the rides provided.

<b>Calendar Year Totals</b>													
	Rider Totals		Miles Driven		Fare Box Revenue		Days Run		Ave /per Day				
<b>2011</b>	10,919		40,392		\$3,783.00		272.5		40				
<b>2012</b>	15,265		45,706		\$5,329.50		281		54				
<b>*2013</b>	16,456		41,671		\$5,195.50		259.5		63				
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Annual Totals
2011	391	590	481	495	551	1,617	1,364	1,499	1,201	805	849	1,076	10,919
2012	813	875	983	872	1,028	2,026	1,850	1,962	1,618	1,176	1,083	979	15,265
2013	939	1,015	968	1,152	1,362	2,272	1,956	2,231	1,705	1,416	1,440		16,456
* Total through the end of November, 2013													

Since May 2013 staff has been working with KFH Consulting, Inc. to develop a required Transportation Development Plan (TDP). The TDP is intended to improve the efficiency and effectiveness of the transit system, serve as a management and policy document for ACTS, and maximize the investment of public funds to achieve the greatest public benefit. It could be compared to the Town's Comprehensive Plan.



The process included regular meetings with ACTS' steering committee, or the Transit Advisory Committee (TAC). The TAC provided important input to ensure that the plan accurately reflects existing transportation conditions and needs, and outlines constructive recommendations to improve public transportation in Altavista. KFH developed and conducted rider surveys, driver interviews, ride along trips to track rider tendencies, and evaluated the route. KFH also conducted an open house at Town Hall to gather input from the community, stakeholders, and other potential partners for ACTS. The Assistant Town Manager and DRPT have also provided guidance throughout the TDP process.

On November 26<sup>th</sup> the Council held a work session to review the draft TDP and provided their input. KFH facilitated the discussion and based on that input the draft TDP was updated to include Council members' input. The TDP is ready for your consideration and adoption at tonight's meeting. The budget that I developed and am presenting tonight includes recommendations contained in the TDP.

## Budget Request

There are 4 items I want to highlight in this year's budget:

1. A consultant will be hired to develop a marketing plan to market the bus system. The cost is \$2,500. This money will be 100% reimbursed to the Town through a grant, Rural Transportation Assistance Program.
2. The drivers' hourly rate will be increased .25 per hour. The peer average salary rate is \$10.36 and our drivers' current rate is \$9.02 with a beginning salary of \$8.84. This change increased the budget by less than \$800.
3. The route will now deviate to the Hurt Medical Center. The cost will be less than \$500 and this cost will be partially offset by a higher return fare of \$1.
4. Extended hours during the summer months; M-F from 6 to 8 p.m. and Saturday from 2 to 4 p.m. The estimated cost for this service will be \$4,200.

Other noticeable increases are in the fuel line item and the vehicle maintenance. Fuel costs are beyond the control of staff and maintenance costs have steadily gone up as the buses are getting older and have over 60,000 miles.

The CIP includes 3 bus shelters and a computer for the ACTS administrator.

The total requested money for ACTS is \$114,733 which is an overall decrease of nearly 12%. The operations budget was increased by 11% over the adopted FY2013 budget. This was due to the reason listed above.

	FY2011	FY2012	FY2013	FY2013	FY2014	FY2014 YTD	FY2015
<u>TRANSIT SYSTEM - FUND 10</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ADOPTED</u>	<u>Actual</u>	<u>ADOPTED</u>	<u>9/30/2013</u>	<u>Requested</u>
TRANSIT TOTAL - EXCLUDING CAPITAL	48,990	82,359	81,600	81,754.04	85,400		94,733.00
CAPITAL OUTLAY							
Bus Shelters							18,000.00
Computer							2,000.00
Motor Vehicles - New	99,926	0	0	0	24,500		
EDP Equipment - Replacement							
Machinery & Equipment - New	0	17,178	30,000	31,800	20,000		
CAPITAL OUTLAY - TOTAL	99,926	17,178	30,000	31,800	44,500		20,000.00
TRANSIT TOTAL - INCLUDING CAPITAL	148,916	99,536	111,600	113,554	129,900	13,107.94	114,733.00

# **Sick Leave/Sick Bank policy changes**

## **ATTACHMENT(S):**

- **Memorandum from Finance Director, dated November 20<sup>th</sup>**
- **Revised Town Policies regarding Sick Leave and Sick Bank**



DATE: November 20, 2013

MEMO TO: Finance Committee

FROM: Tobie Shelton

RE: Sick Leave Policy

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Employees hired on or after January 1, 2014 will have VRS coverage under the new VRS Hybrid Retirement Plan. Police Officers earning hazardous duty pay are not eligible for the Hybrid Plan. With the implementation of the new VRS Hybrid Retirement Plan short term disability benefits will be available to Hybrid Plan employees making large sick leave accruals no longer necessary for income replacement. In accordance with the state code, Hybrid Plan employees will have disability coverage that includes a self insured short term disability program that replaces income, based on years of service as well as long term disability coverage.

Currently, there is no short term disability program in force. Employees with a long term disability may apply for VRS disability retirement benefits which are offered in the event of total and permanent disability only. Employees that fall under VRS Plan 1 and Plan 2, who do not elect to transition to the new Hybrid Plan will not have the benefit of disability coverage.

Our existing sick leave structure has been designed to provide income replacement during a period of short term disability. Sick leave is accrued at a rate of 10 hours for each month of service. The maximum accrual is 720 hours. The sick leave program also includes a voluntary Sick Leave Bank which can provide up to 45 days for those who have exhausted all other paid leave available.

As mentioned earlier, large sick leave accruals will no longer be necessary for Hybrid Plan employees. It is Staff's recommendation to continue to provide sick leave on an annual basis, but at a reduced rate and with a reduced maximum accrual. Staff is recommending Hybrid Plan employees accrue sick leave one day per month with a maximum accrual of 12 days; hours earned per month equals hours worked per day.

The proposed sick leave structure provides 7 days per year to satisfy the elimination period before short term disability benefits commence. In addition, it allows for additional 5 days to be used as needed. It is also Staff's recommendation to eliminate the Sick Leave Bank for employees that fall under the VRS Hybrid Plan.

Existing employees that elect to transition to the Hybrid Plan will have their current sick leave balances frozen for future use (not eliminated). Their frozen sick accrual will be used to supplement their short term disability benefit percentage paid so that they can reach 100% of income (i.e. if benefit percentage is 60%, then the employee could supplement the benefit with their sick accrual to make up the 40%).

Please advise if you have further questions.

**TOWN OF ALTAVISTA**  
**Altavista, Virginia**

**II. EMPLOYEE POLICY**

**TO: ALL FULL TIME EMPLOYEES OF THE TOWN OF ALTAVISTA**

**SUBJECT: SICK LEAVE POLICY**

**EFFECTIVE DATE: JANUARY 1989 (REVISED NOVEMBER 2013)**

**POLICY**

Employees shall accrue sick leave on a monthly basis for each completed month of service. The accrued amount depends on which VRS Retirement Plan an employee falls under.

**VRS Retirement Plan 1 and Plan 2 Employees**

Sick Leave shall accrue at the rate of 10 hours for each month of service and can be accrued up to 720 hours. Personal sick leave is charged on an hour-for-hour basis ~~for all employees~~ and is not considered an entitlement.

**VRS Hybrid Retirement Plan Employees**

Employees that work 8 hour days, shall accrue Sick Leave at a rate of 8 hours for each month of service and can be accrued up to 96 hours.

Employees that work 10 hour days, shall accrue Sick Leave at a rate of 10 hours for each month of service and can be accrued up to 120 hours.

*Legacy Employees (Employees hired before January 1, 2014) opting to transition from VRS Plan 1 or VRS Plan 2 to the Hybrid Plan during the special election window between the months of January 1, 2014 through April 30, 2014, will have their current sick leave balances frozen for future use (not eliminated). Their frozen sick accrual will be used to supplement their short term disability benefit percentage paid in order to reach 100% of income (i.e. if benefit percentage is 60%, then the employee could supplement the benefit with their sick accrual to make up the 40%). These employees will not be eligible for accrual of sick time as long as their sick balance is above the maximum balance allowed for a Hybrid Employee.*

Personal sick leave is charged on an hour-for-hour basis and is not considered an entitlement.

**Use of Sick Leave**

Sick leave hours are to be used for the reasons listed below and may require a doctor's note if a supervisor suspects abuse of this time. Employees shall not be eligible to take paid sick leave during the first 30-days of employment. Sick leave shall be used for:

- a. FMLA leave (Described below).

- b. Illness or injury incapacitating the employee and preventing the employee from performing assigned duties.
- c. Doctor or dental appointments during working hours.
- d. Medically necessary care of immediate household family members or family members such as **spouse**, children, **step children**, in-laws, parent, or **step parent**, living in the same household as the employee. Typically sick leave is for the employee only, however, employees may use up to 16 hours of annual sick leave (each calendar year) to take household and/or family members to doctor, dental, or other medical appointments.

Appointments with health care providers that are not of an emergency nature or that are routine should be scheduled before or at the end of the work day, during lunch, or at times that the supervisor believes would be best for the needs of the department. If such appointments are not coordinated with the supervisor, the use of sick leave may be denied. An employee who anticipates being absent under FMLA or other scheduled medical need should request the leave as early as possible.

A Department Manager or the Town Manager may ask for documentation supporting the use of sick leave by requesting that the employee obtain a statement from a health care provider. Should the health care documentation not be immediately available and yet the need for the leave is present, tentative approval of the sick leave may be given subject to supporting medical information being provided at a later date.

When an employee separates from the Town in good standing, an employee will be paid for no more than 40 hours of unused sick leave.

**TOWN OF ALTAVISTA**  
**Altavista, Virginia**

II. EMPLOYEE POLICY

NUMBER E-89-2

TO: ALL FULL TIME EMPLOYEES OF THE TOWN OF ALTAVISTA

SUBJECT: SICK LEAVE BANK POLICY

EFFECTIVE DATE: JANUARY 1989 (REVISED NOVEMBER 2000, 2013)

POLICY

Employees sometimes experience illnesses or injuries, which cause them to be away from work for long periods of time. A serious illness or injury could happen to any one at any time. For those persons who have allowed their sick leave to accumulate, they may have sufficient time built up to cover this type of situation.

For those times when sufficient sick leave time is not enough, the Town has established a sick leave bank program to be used for employees **that fall under the VRS Plan 1 or Plan 2 Retirement Plan.** ~~This program is similar to Campbell County's program and Bedford County's program (School System). It has been in use in other areas as well for some time.~~

The principle is simply that each VRS **Plan 1 or Plan 2** employee who wishes to do so may contribute one (1) or more days of his or her accumulated sick leave, depending upon what is asked for by the Town Manager, to create and maintain a sick leave bank. This bank will be created on paper to hold the days contributed by each member. The contributions will be deducted from sick days shown on each contributing employee's payroll stub.

If an employee **who falls under the VRS Retirement Plan 1 or Plan 2** needs more days to recuperate than they have available in their own sick leave balance, it will now be possible to request additional sick leave, up to a maximum of forty-five (45) days.

The operation of the sick leave bank, the application and the conditions under which an employee may have use of this benefit is explained in the attached policy document.

In order to establish the bank for the first time, each **eligible** employee who wishes to join will be asked to contribute two (2) days of sick leave to the bank. **Days contributed are based on hours worked. For example, an employee who works 10 hours a day must contribute 20 hours of sick time.** Contributions in the future will only be necessary when the bank is no longer able to provide at least forty-five (45) days.

No employee will be asked or allowed to contribute more days than any other employee except in special cases which will be approved on a case by case basis, if the need for days cannot be resolved according to the normal procedures or any other reason approved and accepted by the Town Manager.

Please direct any questions you may have about the sick leave bank to either your Department Head or to the Payroll/Benefits Clerk in Town Hall.

SICK LEAVE BANK POLICY  
NUMBER E-89-2  
PAGE 2

An eligible employee may enroll by donating one day of his/her sick leave to the sick leave bank. Enrollment may be accomplished by submitting the Sick Leave Bank Application Form to the Town Manager.

~~The period of enrollment shall be as follows:~~

- ~~1. An employee may enroll within the first thirty (30) days of employment.~~
2. An employee who does not enroll when first eligible may do so between any subsequent January – February 1<sup>st</sup> period by making application and providing satisfactory evidence of good health.

Regardless of when an employee enrolls in the sick leave bank, all employees must be enrolled in the plan for one (1) year prior to becoming eligible to utilize the benefits of the sick leave bank.

Membership in the bank shall be continuous unless the employee informs the Town Manager in writing anytime prior to January 1<sup>st</sup> of his/her intent to withdraw from participation in the bank.

A member must make application for use of the sick leave bank entitlement—it is not automatic.

The first thirty (30) consecutive contract days of illness or injury will not be covered by the sick leave bank but must be covered by the employee's own accumulated leave or leave without pay. A maximum of forty-five (45) days each calendar year can be drawn by any one member.

A member of the bank will not be able to utilize sick leave bank benefits until his/her own sick leave is depleted. Members utilizing days from the bank will not have to replace these days except as a regular contributory member in accordance with the provision for assessment.

Days drawn from the bank for any one period of eligibility must be consecutive. If the member suffers a recurrence or relapse within thirty (30) days due to the original illness or injury the member need not meet another thirty (30)-contract day elimination period. Otherwise, members must return to work and must meet the thirty (30)-day elimination requirement before becoming eligible to utilize sick leave benefits again.

A doctor's certificate is required before a sick leave bank member can use his or her leave bank entitlement. This statement is to be submitted to the Town Manager.

Participants in the sick leave bank will be assessed an additional day (or days) of sick leave at such times as the bank is depleted to forty-five (45) days. Notification of such assessment shall be sent to each member at the time it is determined to be necessary, and the assessment shall be made unless the participant chooses to cease membership in the bank. A member who has no sick leave to contribute at the time of assessment shall be assessed this day(s) from the first sick leave day(s) subsequently accumulated.



SICK LEAVE BANK POLICY  
NUMBER E-89-2  
PAGE 3

Upon termination of employment or withdrawal of membership, a participant will not be permitted to withdraw his/her contributed day(s).

**SICK LEAVE BANK APPLICATION FORM**

I hereby make application for membership in the Town of Altavista's employees' sick leave bank for which I am eligible. I have read and understand the conditions under which the bank is to be established, operated, and maintained as the accompanying policy. Furthermore, I understand that I shall have the option to cancel my membership in the sick leave bank within thirty (30) days from the date of notification of any additional assessment to be made.

Please print all information below:

Name \_\_\_\_\_  
(Last) (First) (Middle/Maiden)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number \_\_\_\_\_

Department \_\_\_\_\_

Position or Assignment \_\_\_\_\_

Beginning Date of Employment \_\_\_\_\_

**RETURN COMPLETED APPLICATION TO:**

J. Waverly Coggsdale, III  
Town Manager  
Town of Altavista  
510 Seventh Street  
PO Box 420  
Altavista, VA 24517

# **Public Works/Utility Department Reorganization proposal**

## **ATTACHMENT(S):**

- **Memorandum from Town Manager**
- **Organizational Chart Layouts**



## **STAFF REPORT**

DATE: December 2, 2013

TO: Finance/Human Resources Committee

FROM: Waverly Coggsdale, Town Manager

RE: Public Works/Utility Department Reorganization Proposal

### **BACKGROUND**

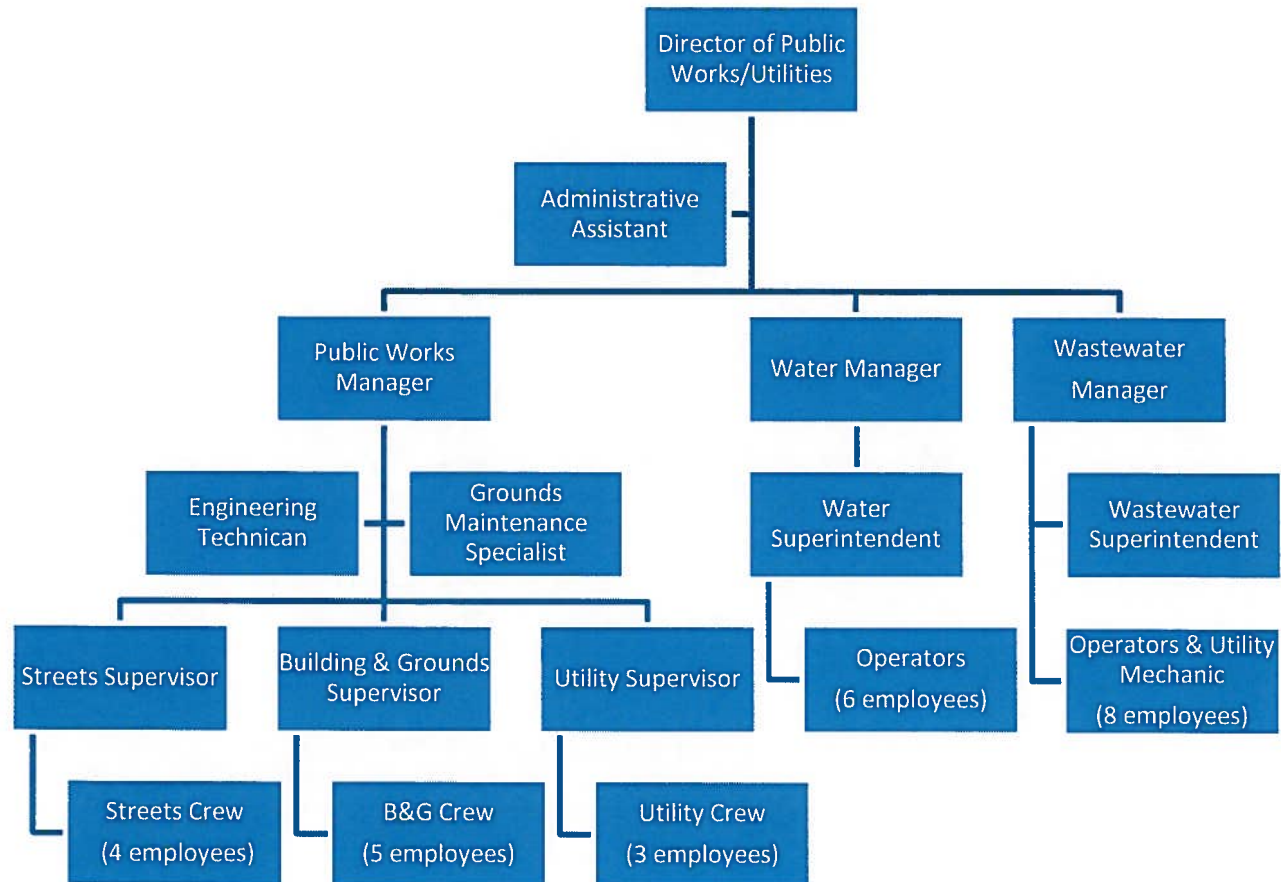
With the pending retirement of the existing Public Works Director, staff presents the attached proposal for a reorganization of the Public Works Department that would encompass bringing the Water and Wastewater functions under the direction of a Public Works/Utility Director. It is the staff's objective to streamline department operations to be more responsive to the current environment, but with the goals of implementing changes without impacting our core services, and optimizing natural attrition whenever possible.

The concept for this reorganization has been in the workings for a period of time, knowing that when the Public Works Director position was vacant would be an optimum time for implementation. The premise of the proposal would be the hiring of an individual, proposed as an engineer that would have knowledge of both public works and utility production operations. Serving in a supervisory capacity this individual would be responsible for the fiscal oversight of each function and the analysis and coordination of potential/actual projects. While the three department's services are admittedly of a differing nature, their activities have commonalities and other governmental jurisdictions have successfully combined these functions. As a potential benefit, an engineer could assist the Town in moving projects forward in a more calculated and efficient manner; possibly even reducing the need for some of the services we currently outsource to engineer firms.

Under the proposal, the budgeted positions would remain level although the proposed salaries would increase by approximately \$18,000. In effect you are deleting a Laborer position and adding the Director of Public Works/Utilities. The addition of the Director of Public Works/Utilities would set the groundwork for the future change outlined in the "Long Range" layout which would come through attrition and reduce the budgeted positions by one (1). Another component in the "Long Range" layout would consolidate the utility functions (water and sewer) under one manager, with the hope that cross training of employees would create a more efficient operation with possible cost savings down the road. Based on today's figures, the implementation of the "Long Range" plan would reduce salaries by approximately \$29,000. (NOTE: The projections only include salaries, not any other benefits.)

With each vacancy in our organization it has become our practice to evaluate the functions of a position to see if we can make the organization better. I believe through this proposal we would be making the organization better and produce a cost benefit in the future.

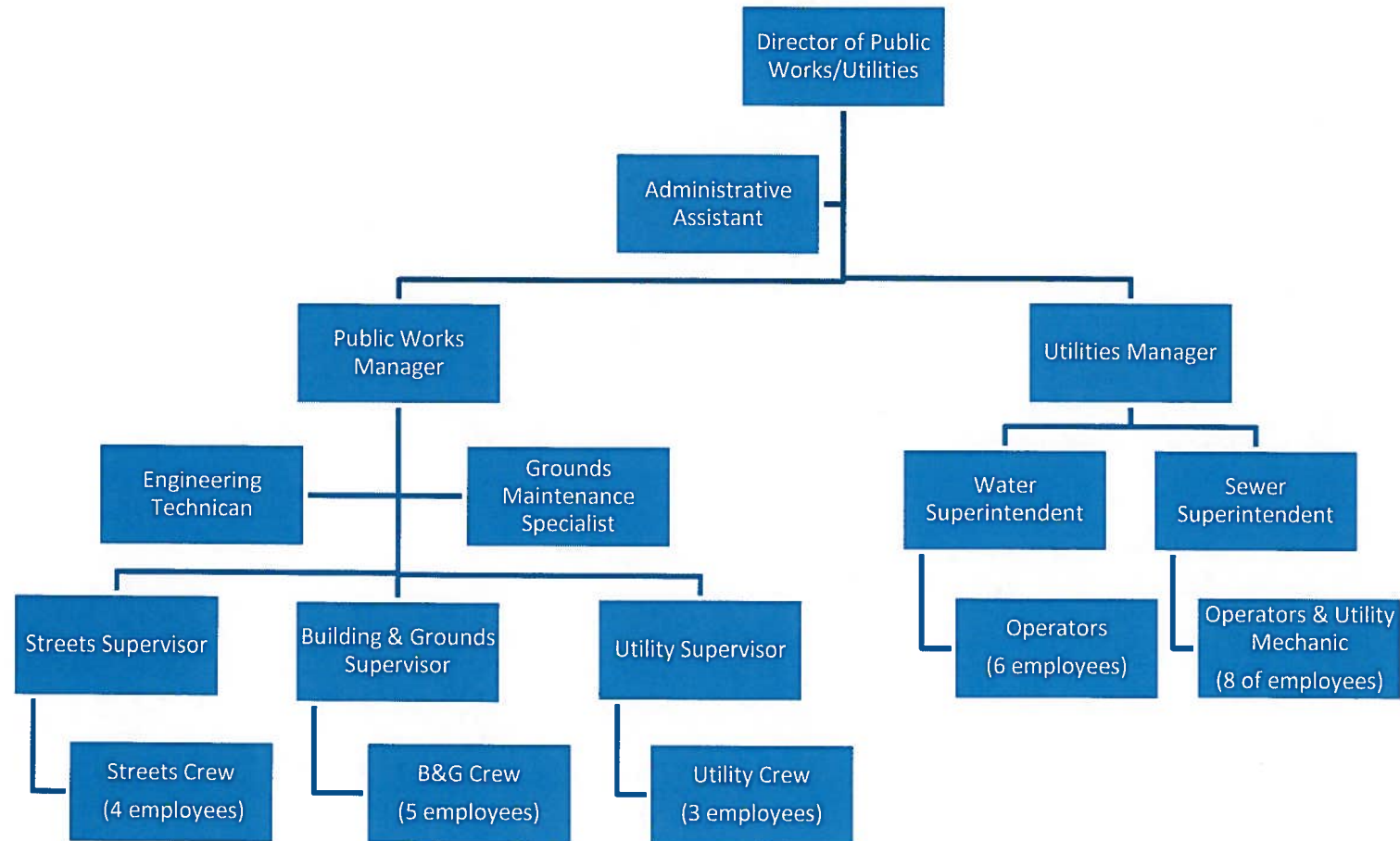
## Conceptual New Department Layout (Phase I – Short Term)



Current # of Funded Positions: 39      Positions Under Phase I: 39

One (1) Position is funded but not filled.

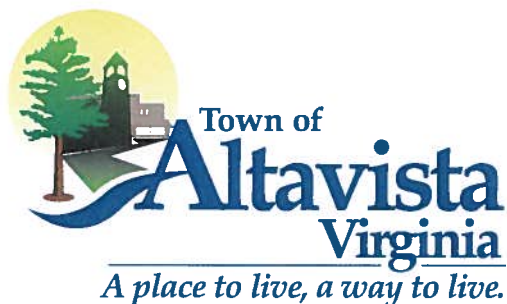
## Conceptual New Department Layout (Phase II - Long Range- through Attrition)



Current # of Funded Positions (FY2014): 39

Positions Under Phase II: 38





**COPY**

P.O. Box 420  
510 Seventh Street  
Altavista, VA 24517  
Phone (434) 369-5001  
Fax (434) 369-4369

November 15, 2013

David Laurell, County Administrator  
Campbell County  
P.O. Box 100  
Rustburg, VA 24588

RE: Dearing Ford Water Tank

Dear Mr. Laurell: *DAVID*

At the November 12, 2013 Town Council meeting, I was authorized to correspond with you regarding the Town's interest in having the Dearing Ford Elevated Water Tank conveyed to the Town. Previously, Clif Tweedy had corresponded to me regarding the Town's interest, as the County was moving toward demolition of the structure.

Based on Council's direction, I would like to propose that the tank be conveyed to the Town of Altavista, and in addition the County appropriate to the Town of Altavista the estimated cost of demolition of the tank (\$40,000) and the revaluing required upon removal of the tank (\$16,000). With no immediate plans for the tank, the Town feels this proposal will give us an opportunity to evaluate options regarding the tank.

Please let me know if you need additional information to consider this request. Should you have any questions, please feel free to contact me at (434) 369-5001 or [jwcoggsdale@altavistava.gov](mailto:jwcoggsdale@altavistava.gov).

Sincerely,

*J. Waverly Coggsdale, III*  
J. Waverly Coggsdale, III  
Town Manager

xc: Clif Tweedy, Deputy County Administrator



## Waverly Coggsdale III

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**From:** Tweedy, Clif M. [CMTweedy@co.campbell.va.us]  
**Sent:** Monday, December 02, 2013 7:55 AM  
**To:** Laurell, R. David; Waverly Coggsdale III  
**Cc:** Frank Davis; Wright, Kristin B.  
**Subject:** RE: Dearing Ford Water Tank

**COPY**

Waverly,

In order to transfer the tank and the land it sits on the County will be required to hold a public hearing prior to voting. It is estimated to cost between \$400-500 for the advertising. I plan to pay this cost from the line item budgeted for the tank repair. Therefore, if approved the amount remaining in the line item for transfer to the Town will be approximately \$55,550. The request to transfer the tank and the budgeted funds will be considered at the January 7<sup>th</sup> Board meeting. If you have concerns about this let me know.

Thanks, Clif

---

**From:** Laurell, R. David  
**Sent:** Wednesday, November 27, 2013 1:23 PM  
**To:** Waverly Coggsdale  
**Cc:** Tweedy, Clif M.; Frank Davis; Wright, Kristin B.  
**Subject:** Dearing Ford Water Tank

Waverly -

Just wanted to let you know that I spoke with Clif and Frank and we're all fine with the approach we discussed. Clif is going to work up the agenda item asking the Board to include the \$16,000 we had figured for repiping, in addition to the \$40,000 demolition estimate, with the understanding that if any of that work is required in the future the Town would be responsible for it. We'll include some language in the contract/deed conveying the property to the Town if the Board approves the request.

Also, please be aware that if the Town keeps the tank in service and has to paint or do other repairs that would require taking it out of service for maintenance there will need to be some temporary or permanent rerouting/repiping required to keep the system operational. I just wanted to make sure you were aware of that.

Finally, Frank said that the Utilities Authority would leave the SCATA system that is currently in place in the tank. That monitoring system is apparently used to keep an eye on the tank level, and your staff at the water treatment plant already have access to the readings.

Hope you and your family have a great Thanksgiving Waverly!

David

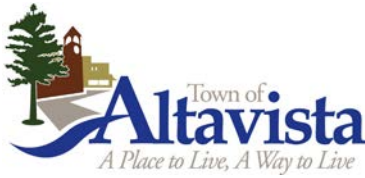
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*Governing with Vision  
to be the most professional, collaborative, value-driven locality in Virginia*

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R. David Laurell, County Administrator  
Campbell County  
PO Box 100  
Rustburg, Virginia 24588





# Town of Altavista Town Council Meeting Agenda Form

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Town Clerk's Office Use:

Agenda Item #: VIII B) i)

Meeting Date: December 10, 2013

## Agenda Placement: Standing Committee/Commission/Board Reports

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title:** Planning Commission update

**Presenter(s):** Dan Witt, Assistant Town Manager

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### SUBJECT HIGHLIGHTS

Per the attached memo, the Planning Commission held a public hearing on proposed changes to the Town of Altavista Zoning Ordinance. The two changes are related to 1) satellite dishes and 2) Addition of "personal services" as a permitted use in the R-2 (Medium Density Residential) District, as well as its definition in the appropriate section of the code.

At this time the Planning Commission would request that the Town Council conduct their first reading on this matter at the December Town Council meeting and schedule a public hearing at the January 14, 2014 Town Council meeting.

Procedure: Conduct a "First Reading" on the proposed ordinance changes and direct staff to schedule a public hearing on the ordinance, as written or with changes.

### Action(s) requested or suggested motion(s):

Motion: "I move that the proposed ordinances, as (presented / modified), be set for a public hearing on Tuesday, January 14, 2014 at 7:00 p.m."

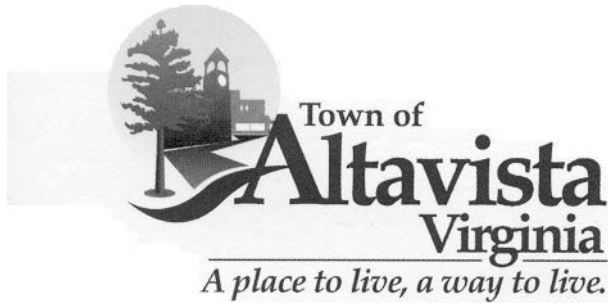
### Staff Review Record

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Are there exhibits for this agenda item? **Yes**

List them in order they appear in the packet: *Staff memo*

Town Manager initials and/or comments: **dnw**



## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager & Town Council

**From:** Dan Witt, Assistant Town Manager

**Date:** December 10, 2013

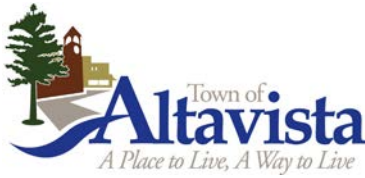
**Re:** Planning Commission Recommendation

At the November 4, 2013 Planning Commission meeting a public hearing was held to consider two changes to the Town of Altavista Zoning Ordinance, 2002. The first proposed change would correct and update code sections related to satellite dishes and bring the Town Code under compliance with Federal and State laws. Regulations of the Federal Communications Commission (FCC) preempt regulations in local zoning ordinances as to satellite dish antennae one meter or less in diameter thus requiring the deletion of existing regulations in the Zoning Ordinance as to such antennae. The Planning Commission is proposing to amend the following sections of the Zoning Ordinance to bring it into compliance:

- Sec. 86-132. Permitted Uses (R-1 low-density residential district)
- Sec. 86-192. Permitted Uses (R-2 medium density residential district)
- Sec. 86-292. Permitted Uses (R-MHP residential manufactured home park district)
- Sec. 86-322. Permitted Uses (C-1 local business district)
- Sec. 86-352. Use regulations (C-2 commercial district)
- Sec. 86-382. Site development regulations (permitted uses in M-Industrial district)
- Sec. 86-544. Satellite dish antenna regulations.

The second proposed change would be in Section 86-192 to add an additional use, 'personal services' with the issuance of a Special Use Permit, in the R-2 (Medium Density Residential) District. "Personal services" is defined in Sec. 86-32 of the Zoning Ordinance as businesses "engaged in the provision of frequently or recurrently needed services of a personal nature".

No one was present for these hearings and the Commission recommends approval of these two amendments to the Town's Zoning Ordinance.



# Town of Altavista

## Town Council Meeting Agenda Form

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Meeting Date: December 10, 2013

Town Clerk's Office Use:

Agenda Item #: X A)

### Agenda Placement: Unfinished Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title:** Bicycle Accommodation Plan

**Presenter(s):** Dan Witt, Assistant Town Manager

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### SUBJECT HIGHLIGHTS

The Altavista Town Council held a Work Session on Tuesday, November 12, 2013 in regard to the *Bicycle Accommodation Plan* that was prepared for the Town by Region 2000 staff. At this time, staff is seeking any additional input from Town Council in an effort to have the plan adopted.

*NOTE: A copy of the plan was previously distributed.*

### Staff recommendation, if applicable:

Adopt the *Bicycle Accommodation Plan*.

### Action(s) requested or suggested motion(s):

Motion: "I move that the *Bicycle Accommodation Plan* be adopted."

### Staff Review Record \_\_\_\_\_

Are there exhibits for this agenda item? **No**

List them in order they appear in the packet:

Town Manager initials and/or comments: **dnw**



# Town of Altavista

## Town Council Meeting Agenda Form

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Town Clerk's Office Use:

Agenda Item #: X B)

Meeting Date: December 10, 2013

### Agenda Placement: Unfinished Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title:** ACTS *Transit Development Plan*

**Presenter(s):** Dan Witt, *Assistant Town Manager*

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### SUBJECT HIGHLIGHTS

The Altavista Town Council held a Work Session on Tuesday, November 26, 2013 in regard to the *Transit Development Plan (TDP)* prepared for the Town by KFH Group, Inc. This plan is required by the Virginia Department of Rail and Public Transportation, the agency that the town receives funding through for operation of our transit system (ACTS). During the Work Session, several Mid-Term projects were reclassified as Vision Projects (Long-Term), as the Council felt some of the items were a little too aggressive, at this time.

The Short-Term Projects (recommended for implementation in the first year or two of the TDP) include:

- Minor Route Adjustments (page 5-2)
- Saturday Route Adjustments (page 5-2)
- Extending Summer Evening Hours (page 5-2)
- Extending Summer Saturday Hours (page 5-4)
- Service to Medical Center in Hurt (page 5-4)

The FY2015 draft budget takes the implementation of these Short-Term Projects into consideration and the Transit Development Plan will be used in the development of future budgets.

### Staff recommendation, if applicable:

Adopt the *Transit Development Plan*.

### Action(s) requested or suggested motion(s):

Motion: "I move that the ACTS *Transit Development Plan* be adopted."

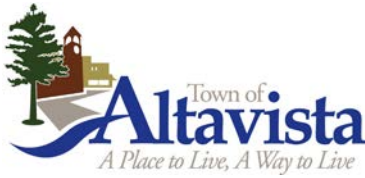
### Staff Review Record

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Are there exhibits for this agenda item? **Yes**

List them in order they appear in the packet: ACTS Transit Development Plan (revised) (hyperlink)

Town Manager initials and/or comments: **dnw**



# Town of Altavista

## Town Council Meeting Agenda Form

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Meeting Date: December 10, 2013

Town Clerk's Office Use:

Agenda Item #: X C)

### Agenda Placement: Unfinished Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title:** AT&T (New Cingular Wireless) Easement

**Presenter(s):** Town Attorney

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### SUBJECT HIGHLIGHTS

Last month, Town Council directed staff to work on an easement requested by AT&T (New Cingular Wireless) on property (Melinda Tank site) owned by the Town. A copy of the proposed easement agreement is attached for your review.

### Staff recommendation, if applicable:

Approve the easement agreement.

### Action(s) requested or suggested motion(s):

Motion: "I move that the Communication Facility Easement Agreement between the Town of Altavista and New Cingular Wireless PCS, LLC be approved."

### Staff Review Record

Are there exhibits for this agenda item? **Yes**

List them in order they appear in the packet: Proposed "Communication Facility Easement Agreement)

Town Manager initials and/or comments: **jwc**

**Market:** Virginia-West Virginia  
**Cell Site Number/Name:** LY753 / Double Lattice  
**Fixed Asset Number:** 10068475

THIS INSTRUMENT PREPARED BY:

New Cingular Wireless PCS, LLC  
Suite 13-F West Tower  
575 Morosgo Drive  
Atlanta, GA 30324

### **COMMUNICATION FACILITY EASEMENT AGREEMENT**

**THIS COMMUNICATION FACILITY EASEMENT AGREEMENT** (the "Agreement"), is made and entered into as of the latter of the signature dates hereof, by and between The Town of Altavista, a Virginia Municipal Corporation, having a mailing address of 510 Seventh Street, Altavista, Virginia 24517 ("Grantor"), and New Cingular Wireless PCS, LLC, a Delaware limited liability company, having a mailing address of Suite 13-F West Tower, 575 Morosgo Drive, Atlanta, GA 30324, its associated and allied companies, and its successors, assigns, lessees, licensees, employees, agents and subcontractors (collectively the "Grantee")

### **WITNESSETH:**

**WHEREAS**, Grantor is the owner in fee simple of certain real property located in the County of Campbell, Commonwealth of Virginia, further identified on the attached Exhibit A (the "Property"); and

**WHEREAS**, Grantor desires to convey to Grantee an easement upon, over, across and under said Property for access to and placement of utilities for the operation of Grantee's communication facility to be installed by Grantee on property adjacent to such easement, as more particularly described hereinafter.

**NOW, THEREFORE**, for and in consideration of the payment of the sum of Two Thousand and 00/100 Dollars (\$2,000.00) receipt of is hereby acknowledged, Grantor does hereby GRANT and CONVEY unto Grantee for a period of five years beginning on November 1, 2013 and ending on October 31, 2018, which shall be extendable for up to seven additional terms provided below, a right of way and easement along, across, under and through the portion of the Property described and depicted on Exhibit A attached hereto and incorporated herein by reference (the "AT&T Easement"), for (a) pedestrian, twenty-four (24) hours per day, seven (7) days per week, to Grantee's communication fixtures and related equipment, cables, accessories and improvements (collectively the "Communication Facility"), installed and constructed or to be installed and constructed adjacent to such AT&T Easement, for the purpose of installing, constructing, maintaining, operating, repairing, replacing and/or upgrading any portion or all of such Communication Facility and (b) the installation, construction, maintenance, operation, repair, replacement and upgrade of all utilities deemed necessary or advisable by Grantee for the operation of such Communication Facility, together with the right to use such additional portions of the Property adjoining the AT&T Easement during the time of, and as may reasonably be necessary for, the construction and installation of the Communication Facility. Grantor further grants and conveys to Grantee the right and power to clear and keep clear all trees, roots, brush, vines, overhanging limbs and other obstructions from the surface and subsurface of the AT&T Easement and the right and power to place thereon wood or timber cleared from the AT&T Easement.

Should Grantor require that the Grantee's facilities in the easement be relocated for the installation of a facility related to Grantor's operation of its water tank and communications facilities which cannot be located anywhere but on the easement granted herein, after diligent effort to locate an alternative location, then Grantee will relocate its facilities at its expense to another easement to be granted by Grantor at no additional charge for said easement.

The above-mentioned five year term shall be extendable for up to seven succeeding terms of five years, said extension to be at the option of Grantee and must be agreed to by Grantor as follows: Not later than 90 days before the expiration of a term Grantee shall indicate in writing to Grantor by certified mail return receipt requested at the address indicated herein its intent to extend the easement for an additional five year term and shall include with said writing its check for Two Thousand and 00/100 Dollars (\$2,000.00) as consideration for the five year extension. Grantor shall have a period of 30 days to decline the extension and may do so for any reasonable cause said cause to be stated in writing. In the absence of a response the easement shall continue for an additional term of five years under the provisions contained in the agreement. In the event that Grantor declines to extend the easement Grantee shall vacate the easement area and remove its property within 90 days of the date of the declination letter.

Grantee may assign this Agreement and the AT&T Easement, or lease or license the AT&T Easement and its rights herein, in whole or in part, including without limitation to any utility company, without Grantor's consent and without having to pay any additional or further consideration to Grantor. Grantor will fully cooperate with any utility company requesting an easement over, under and across the AT&T Easement in order for the utility company to provide service to Grantee.

**TO HAVE AND TO HOLD** said AT&T Easement unto the Grantee pursuant to the terms of this Agreement.

Grantor agrees to indemnify, defend and hold Grantee harmless from and against any and all injury, loss, damage or liability (or any claims in respect of the foregoing), costs or expenses (including reasonable attorneys' fees and court costs) arising directly from the actions or failure to act of Grantor or its employees or agents, or Grantor's breach of any provision of this Agreement, except to the extent attributable to the negligent or intentional act or omission of Grantee, its employees, agents or independent contractors.

Grantor represents and warrants that: (x) Grantor solely owns the Property as a legal lot in fee simple and Grantor covenants that Grantor will warrant and defend title to the Property against all claims; (y) the Property is not encumbered by any liens, restrictions, mortgages, covenants, conditions, easements, leases, or any other agreements of record or not of record, which would adversely affect Grantee's use and enjoyment of the AT&T Easement under this Agreement; and (z) Grantor's execution and performance of this Agreement will not violate any laws, ordinances, covenants or the provisions of any mortgage, lease or other agreement binding on Grantor.

Grantor represents and warrants that to the best of its knowledge and belief, the Property is free of hazardous substances, and is otherwise in compliance with all applicable environmental laws, as of the date of this Agreement, and, to the best of Grantor's knowledge, the Property has never been subject to any contamination or hazardous conditions resulting in any environmental investigation, inquiry or remediation.

With the exception of utility easements for utility services required by Grantee to operate its Communication Facility in the manner intended by Grantee, which Grantor shall be required to execute so long as said utilities shall remain within the AT&T Easement, Grantor shall not grant to any person or entity any right, permanent, temporary or otherwise, in the AT&T Easement granted herein to Grantee. Grantor shall have the right to use the surface of the land lying over the AT&T Easement for any lawful purpose, provided

such use will not interfere with Grantee's free use of the AT&T Easement or any of its other rights herein and provided further that no building or permanent structure shall be erected upon, across, over or through the AT&T Easement and no change will be made by grading or otherwise to the surface or subsurface of the AT&T Easement or to the ground immediately adjacent to the AT&T Easement, without the written consent of the Grantee.

The following will be deemed a default by Grantor and a breach of this Agreement: Grantor's failure to perform any term, condition, or breach of any warranty or covenant under this Agreement within forty-five (45) days after receipt of written notice from Grantee specifying the failure. If Grantor remains in default beyond such forty-five (45) day cure period, Grantee will have the right to exercise any and all rights available to it under law and equity, including the right to cure Grantor's default and to deduct the costs of such cure from any monies due to Grantor by Grantee.

The following will be deemed a default by Grantee and a breach of this Agreement: Grantee's failure to perform any term, condition, or breach of any warranty or covenant under this Agreement within forty-five (45) days after receipt of written notice from Grantor specifying the failure. If Grantee remains in default beyond such forty-five (45) day cure period, Grantor will have the right to exercise any and all rights available to it under law and equity, including the right to cure Grantee's default and to deduct the costs of such cure from any monies due to Grantee by Grantor.

All notices, requests, demands and communications hereunder will be given by first class certified or registered mail, return receipt requested, or by a nationally recognized overnight courier, postage prepaid, to be effective when properly sent and received, refused or returned undelivered. Notice will be addressed to the parties at their respective addresses set forth on the signature page hereof. Either party hereto may change the place for the giving of notice to it by thirty (30) days written notice to the other as provided herein. If any term or condition of this Agreement is found unenforceable, the remaining terms and conditions will remain binding upon the parties as though said unenforceable provision were not contained herein. For and during the term hereof and any extensions thereto, the AT&T Easement granted herein runs with the Property and is binding upon and inures to the benefit of the parties, their respective heirs, executors, administrators, successors and assigns. This Agreement cannot be amended, modified or revised, and no provision may be waived, unless done in writing and signed by both parties. This Agreement and the exhibit attached hereto, all being a part hereof, constitute the entire agreement of the parties hereto and will supersede all prior offers, negotiations and agreements with respect to the subject matter of this Agreement. This Agreement will be governed by the laws of the state in which the AT&T Easement is located, without regard to conflicts of law. Unless otherwise specified, the following rules of construction and interpretation apply: (A) use of the term "including" will be interpreted to mean "including but not limited to"; (B) the exhibit is an integral part of the Agreement and is incorporated by reference into this Agreement; (C) use of the terms "termination" or "expiration" are interchangeable; and (D) reference to a default will take into consideration any applicable notice, grace and cure periods.

**[SIGNATURES FOLLOW ON NEXT PAGE]**

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**



The parties have caused this Agreement to effective as of the last date written below.

**GRANTOR:**

The Town of Altavista

By: \_\_\_\_\_

Name: Waverly Coggsdale

Title: Town Manager

Date: \_\_\_\_\_

Address:

510 Seventh Street

Altavista, Virginia 24517

**GRANTEE:**

New Cingular Wireless PCS, LLC,

a Delaware limited liability company

By: AT&T Mobility Corporation, Its Manager

By: \_\_\_\_\_

Name: David C. Tuck

Title: Area Manager of Real Estate and Construction

Date: \_\_\_\_\_

Address:

Attn: AT&T Network Real Estate Administration

Re Cell Site: WV660 / Merrick Creek Connection

Suite 13-F West Tower

575 Morosgo Drive

Atlanta, GA 30324

With a copy to:

Attn: AT&T Legal Department

Re Cell Site: WV660 / Merrick Creek Connection (WV)

15 East Midland Avenue

Paramus, NJ 07652

**GRANTOR ACKNOWLEDGMENT**

STATE / COMMONWEALTH OF \_\_\_\_\_

CITY / COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of the City and State aforesaid, do hereby certify that  
\_\_\_\_\_ whose name as such is signed to the foregoing  
COMMUNICATION FACILITY EASEMENT AGREEMENT, has acknowledged the same before me in the  
City / County and State aforesaid.

GIVEN under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_.

\_\_\_\_\_  
Signature

My Commission Expires: \_\_\_\_\_

Registration Number: \_\_\_\_\_

**GRANTEE ACKNOWLEDGMENT**

COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

I, \_\_\_\_\_, a Notary Public of the County and State aforesaid, do hereby certify that  
\_\_\_\_\_, whose name as such is signed to the foregoing COMMUNICATION  
FACILITY EASEMENT AGREEMENT, has acknowledged the same before me in the City / County and  
State aforesaid.

GIVEN under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_.

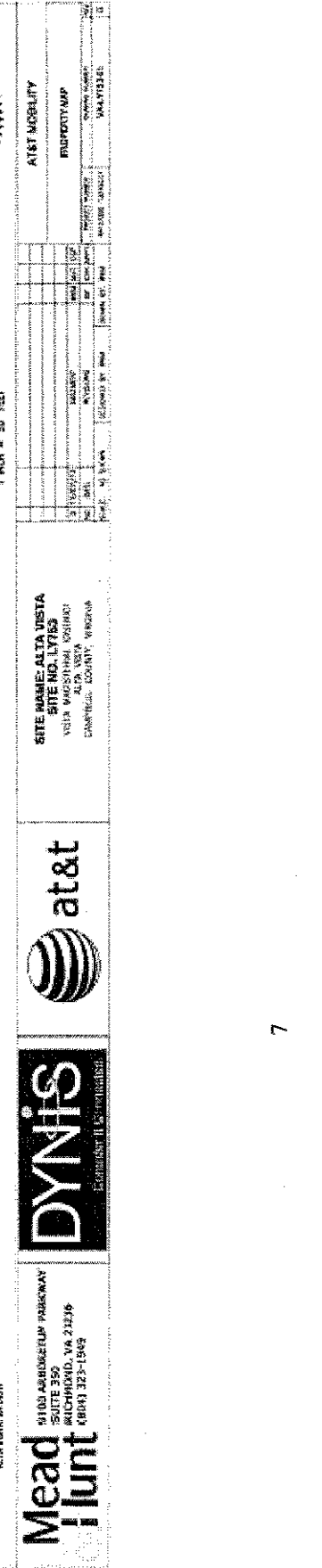
\_\_\_\_\_  
Signature

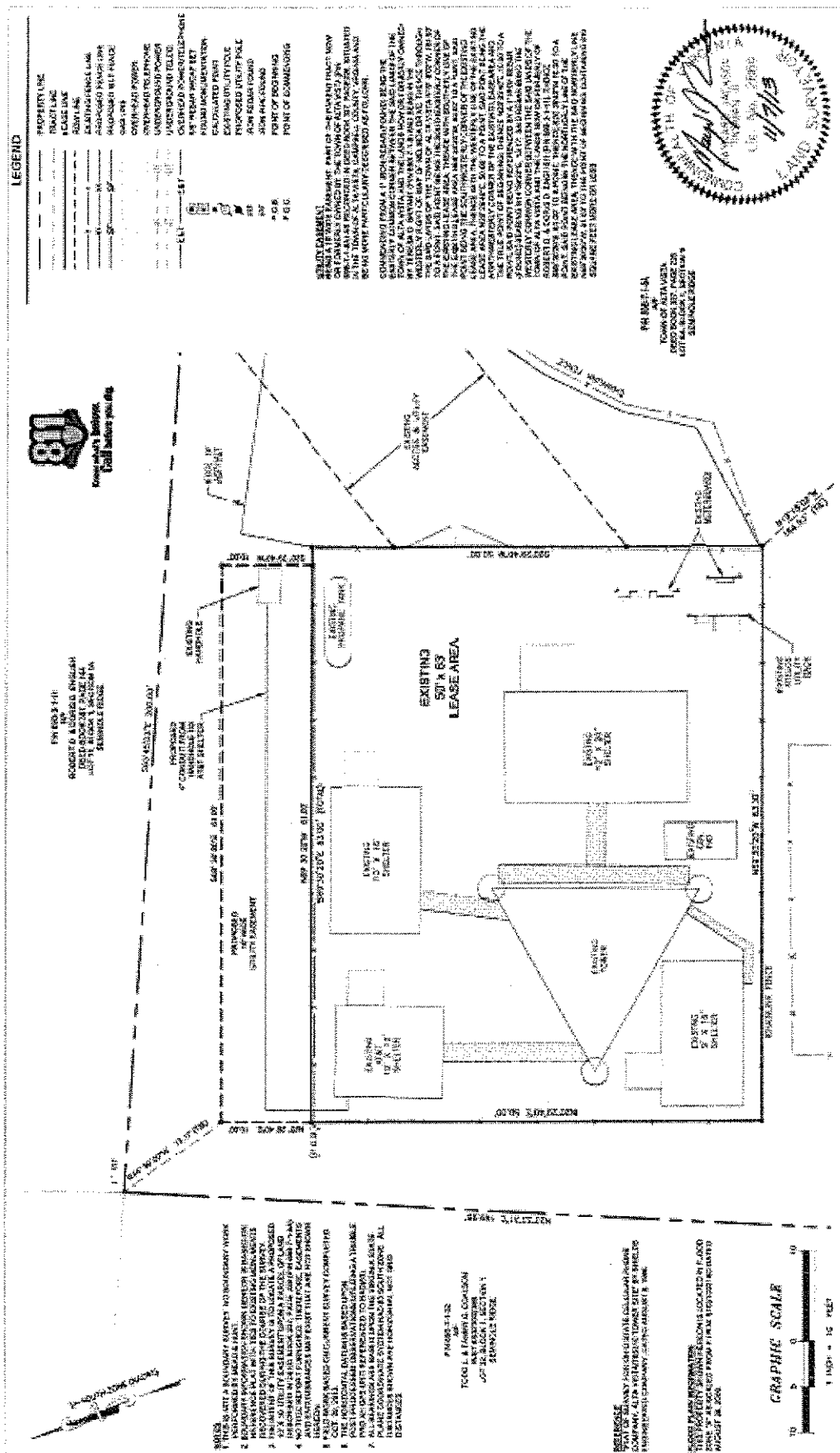
My Commission Expires: \_\_\_\_\_

Registration Number: \_\_\_\_\_

**EXHIBIT A**

**SURVEY PLAT OF THE UTILITY EASEMENT between The Town of Altavista and New Cingular Wireless PCS, LLC, prepared by Mead & Hunt and dated November 7<sup>th</sup>, 2013.**







# Town of Altavista

## Town Council Meeting Agenda Form

Town Clerk's Office Use:

**Agenda Item #:** **X D)**

Meeting Date: December 10, 2013

### Agenda Placement: Unfinished Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title:** Armory Agreement with Masonic Lodge

**Presenter(s):** Town Attorney

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### SUBJECT HIGHLIGHTS

Last month, Town Council directed staff to work with the local Masonic Lodge on an agreement regarding the Altavista Armory facility. Staff has met with representatives of the Lodge to discuss potential components of an agreement.

Attached is a memorandum from staff regarding the discussion, at this time we are seeking that this discussion is consistent with Council's wishes. Staff is working on creation of a list of "items" that would be agreeable to the Lodge and the Town, that once completed the facility would be conveyed to the Lodge. Direction from Council on the certain items, which can be substantiated in regard to completion, that they would require prior to conveyance would greatly enhance/expedite the process.

### Staff recommendation, if applicable:

None

### Action(s) requested or suggested motion(s):

Concurrence/guidance with the direction in which this process is proceeding."

### Staff Review Record

Are there exhibits for this agenda item? **Yes**

List them in order they appear in the packet: Staff memo; Previously distributed Masonic Lodge submittals

Town Manager initials and/or comments: **jwc**

## MEMORANDUM

TO: Altavista Mayor and Town Council

FROM: J. Waverly Coggsdale, III  
J. Johnson Eller, Jr.

DATE: December 4, 2013

SUBJECT: November 22, 2013 meeting between the Town and Masonic Lodge regarding the Armory

PRESENT: J. Waverly Coggsdale, III and J. Johnson Eller, Jr. for the Town  
Stan Goldsmith and Don Roberts for the Lodge

The purpose of the meeting was to discuss the proposal put forth by the Lodge with which was included a list of tasks to be accomplished in the rehabilitation of the building and grounds with an estimate of the cost and a timeline to complete them. The Lodge proposes that the Town convey the Armory property to the Lodge as a gift prior to the Lodge beginning the renovations.

Mr. Coggsdale stated that the Town cannot agree to convey the property prior to the renovations being done. If the transaction is structured in this manner the Town would have no further control of the property to insure that the proposed rehabilitation is actually done.

The Lodge's position in response was that they could not spend in excess of \$170,000.00 on a building they did not own.

In order to satisfy the principle concerns of both parties i.e. control on the part of the Town and assurance that the Lodge's investment would be protected, the Town proposed a lease with a nominal rent (\$1.00 per year) which would be for a term of three to five years.

During the term of the lease the Lodge would be in possession and control of the entire property and would be solely responsible for the maintenance thereof, utilities and all other expenses in connection therewith specifically including adequate insurance, both property and liability, with a loss payable clause to protect the Town.

During the lease period, the rehabilitation of the grounds and building would be completed by the Lodge as a condition to obtaining the deed.

The essential or core items of rehabilitation to be completed as a prerequisite to conveyance of the property are to be determined and mutually agreed upon together with a time line to complete them.

The core items will be in two principle categories:

- (1) Work that restores the exterior appearance of the building, the restoration of the driveway and parking lot and the maintenance of the grounds in a neat and well kept manner.
- (2) Work that restores or improves the interior areas of the building to the level that it is functional for the use of the Lodge as its home and the tenants that will occupy the building.

When the core improvements are completed and the property maintained for a specified period of time, then the Town would convey the property to the Lodge.

In the event that the exterior maintenance of the property as in Number (1) and all of the core improvements in Number (2) above are not completed in a satisfactory manner by the expiration of the lease period, then at the option of Town, the lease could be terminated or extended for an additional period. If terminated, any improvements that had been done would belong to the Town.

“Satisfactory” would mean done in a proper and workmanlike manner and in accordance with the building codes enforced by the Campbell County Office of Community Development, with the final determination to be made by the Town, approval not to be unreasonably withheld.

The deed conveying the property to the Town would contain a right of first refusal providing that in the event that the Lodge were to obtain a buyer with whom it has entered into binding contract of sale then the Town would be given the option to purchase for the same price said option to be exercised within 30 days.

The lease would have restrictions on the uses to which the building could be put so that there is no interference with the nature of the neighborhood disruption of the peace and quiet of nearby residents and that are compatible with the current zoning of the area.

We are seeking Council approval of the scenarios set forth herein so that we will be in position to draft the final document.



## Financial estimates and plan for assumption of Altavista Armory facility by Campbell Masonic Lodge#316

### A. Rehab of current facility:

1. General: Rehab of the Armory building and grounds will be limited to those areas essential to the needs of the Lodge and anticipated tenants.
2. Estimated costs:
  - a. Replacement of lower roof over all leaking areas. Contract. Est. cost \$ 50,000.
  - b. Cleanup, removal and replacement of disturbed floor and ceiling tile. Contract Est. \$5000.
  - c. Restoration of water and electric service and verification of interior service. Town. Est. \$0.00
  - d. Installation of HVAC units in Lodge and tenant spaces, to include electrical upgrade. Contract. Est. \$65,000,
  - e. Painting foyer and hallways. In kind. Est. \$500.
  - f. Enclose equipment door. In Kind. Est. \$5000.
  - g. Restore bathrooms and add handicap facility. In Kind. Est. \$2500.
  - h. Establish new Lodge and dining area. Contract. Est. \$40,000
  - i. Misc. costs i.e. contingency. Est. \$5000
  - j. Total rehab Est. \$173,000

Financial resources of Lodge: \$175,000

### B. Maintenance and operating costs:

Utilities and insurance existing building:

1. a. monthly average \$152.00. Annual average \$1823.00
2. b. income resources; annual dues: \$3000 , rental income \$3000.00 annually.
- 3.

### C. Armory estimates are not applicable as there is no similarity to the proposed operation.

- D. There are 6 available tenant spaces within the Armory, not including Lodge space. An average monthly rental fee for these spaces including utility costs will generate \$1200 per month or \$14,400 annually.
- E. Tenants will be allowed and encouraged to paint and decorate their assigned spaces at their costs. Electric costs from HVAC units will be included in monthly rent. Sufficient monthly income will be generated to allow for employment of persons to maintain and clean bathrooms and common areas.
- F. New dining area space will be available for rental throughout the year at a proposed rate of \$250- 300. Per event. This will include access to kitchen. Users will be required to provide all necessary supplies, and agree to clean up after their event.
- G. The kitchen will eventually have a commercial dishwasher and garbage disposal when fully funded. Current furnishings include a stove and refrigerator, adequate counter and cupboard space.

Submitted by:

Stanley I Goldsmith

Chairman of Trustees

For Campbell Lodge 316 AF&AM

## PROPOSAL FOR ACQUIRING NATIONAL GUARD ARMORY IN ALTAVISTA

Masonic Lodge Campbell 316 A.F.&A.M. proposes to assume the ownership of the National Guard Armory and perform repairs ,improve the appearance and maintain the facility to relieve the Town of the burden of cost of upgrade and continual maintenance. This will provide the Town a source of tax income and utility revenue.

If the Lodge can acquire the facility at no cost, the Lodge is prepared to begin immediately to perform necessary repairs to the areas that can be placed in service as soon as possible. The primary utilization for the Lodge will be in the large auditorium space which will be modified to provide both a meeting area and a dining area. In order to accomplish this the kitchen and bathrooms will need to be refurbished early in the process. Repairs to the entrance lobby requiring removal of asphalt floor tiles will also be necessary initially.

Since there is considerable additional useable office and storage space also available we will seek additional tenants by offering space to non-profit groups in the Town that are operating out of temporary facilities. These groups include, but are not limited to the VFW, American Legion, Scouts, Habitat For Humanity, senior citizens and any others that demonstrate a need that meet our use criteria. Church groups and others who need meeting space not otherwise available will be offered.

Since the County is looking for a site to move the polling place from AES this site will be offered to allow that to take place.

We plan to allow uses that do not interfere with the nature of the neighborhood, disrupt the peace and quiet of nearby residents and are compatible with the current zoning of the area. This facility will not be used as a business location but rather as one that meets the needs of people in the community that provide support for the citizens of Altavista and the surrounding area.

Repairs to the extent described by the County and estimated by the Town that would restore the while facility to its original condition will not be possible at this time. However the repairs will include providing for heat and air- conditioning in the usable spaces by the Lodge and the tenants and repairs to portions of the roof that cover these areas. Ceiling tile that is damaged will be replaced. Asbestos will be dealt with in accordance with the Building code requirements as needed. Painting both inside and out will be an early priority as well as outside area maintenance and cleanup. Disposal of unusable tables, chairs and shelving units will be attended to as well.

Our estimates of what it will take to refurbish and restore use to the facility will require all of our current assets. With additional fundraising efforts and a reasonable use charge to tenants, the sale of our current building and support from other Masonic organizations we have every confidence we can put the building back in use that will be a credit to the neighborhood and the Town.

## PROPOSED TIME LINE FOR REFURBISHING ARMORY

The following plan is an approximation of the planned refurbishing of the Altavista Armory into the new home of Campbell Masonic Lodge 316 AF&AM and selected non- profit agencies serving the Altavista area. Times are contingent on the official date the facility would become available to the Lodge. Expenditures are dependent upon available funds from investments and sale of existing building.

### A. First 90 days:

1. Clean up and remove asphalt floor and ceiling tile.
2. Removal of surplus furnishings throughout the building.
3. Restore utilities
4. Repair roofing over leaking areas.
5. Refurbish doors and rekey locks.
6. Begin marketing existing building.

### B. First 180 days.

7. Close in equipment entrance door.
8. Sand and repaint bathroom partitions.
9. Restore kitchen.
10. Establish Lodge room.
11. Establish dinning facilities.
12. Solicit tenants.
13. Install HVAC units.
14. Complete outside landscaping and repairs to asphalt.
15. Remodel entrance and pressure wash outside brick, repoint as needed.
16. Complete painting inside and out.



## **PROJECT UPDATE – For Month of November 2013**

### **VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project**

- Main Street/Pittsylvania Avenue Intersection issues have been addressed and intersection was reopened Friday (11/8/13)
- Streetscape work (sidewalk) has begun 7<sup>th</sup> Street.
- Contract calls for Substantial Completion on January 6, 2014 and Final Completion on February 5, 2014.

### **Bedford Avenue Waterline Replacement Project**

- Surveying work is underway in the project area.
- Meeting held with VDOT regarding bridge and other issues.
- Staff has received and is reviewing the "Preliminary Design" for the project and will meet with the engineer on December 10<sup>th</sup>.